

## CAREER OPPORTUNITIES

Our client, a prestigious Bank with its Head Office at Muzaffarabad AK with a growing network is looking to hire dynamic and energetic individuals for the below positions. We are looking for dedicated resources having relevant experience and are willing to work in Project Management Office, Information Technology Division of the bank for execution and implementation of Core Banking Solution and Digital Channels project with proven track record and capacity act as a catalyst for transformation in a dynamic and challenging environment in the area of Information Technology. The Individuals who are team players, energetic, dynamic and result oriented and willing to work in a challenging environment with a lot of growth opportunities, fulfilling the below-mentioned basic eligibility criteria may apply for the following positions.

<b>01</b>	<b>Position/Job Title</b>	<b>PMO Head (VP / SVP)</b>
	Reporting to:	Divisional Head IT / Projects Sponsoring Committee
	Academic / Professional Qualification	Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. Degree in Project Management and / Professional certifications (PMP) or PRINCE2 certification in addition to the graduation will be preferred.
	Experience:	<p>Overall, 10 years' experience of managing projects and teams including minimum 5 years' experience of Core Banking implementation management covering Managing team of 10-15 resources</p> <ul style="list-style-type: none"> <li>• Financial &amp; deposit products</li> <li>• Retail banking and banking operations</li> <li>• Integration and interfacing with allied solution</li> <li>• Alternate delivery channels (ADCs) such as ATM, mobile banking, internet banking, Card Management systems.</li> <li>• Working experience of multiple and complex IT related projects.</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>• Strong leadership skills and Problem solving mindset to handle routine project challenges:</li> <li>• Comprehensive knowledge of banking / banking applications and Core Banking suits.</li> <li>• Understanding of e-Channels including but not limited to ATMs, Mobile application and internet banking.</li> <li>• Excellent verbal and written communication and presentation with technical and non-technical audience of various levels in the organization.</li> <li>• Excellent analytical, decision making, problem solving, teams, conflict resolution and time management skills</li> <li>• Standard project management methodologies and best practices for delivery of projects, well versed with waterfall / agile project methodologies</li> <li>• Develop consolidated end-to-end project plans for complex deliveries</li> <li>• Ability to use Project management tools/systems for managing projects such as Microsoft Office, MS Project and other related project management tools</li> </ul>
Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Provide project management services and overseeing the selected IT projects.</li> <li>• Ensure proper initiation of Core Banking Solution project and its successful closure through close coordination with vendors' project implementation teams and BAJK internal stakeholders.</li> <li>• Mentor, train, and guide the organization's project teams as they learn and then adopt project management best practices in their projects.</li> <li>• Provide a variety of regular updates ranging from weekly status of enterprise projects to an annual report on the organization's progress at institutionalizing project management Plan &amp; track the deliverables throughout project lifecycle.</li> <li>• .Set the standard, provide tools (e.g. tool, templates) and then be the resident advocate and model for good project management practices.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Keep Business Transformation Team (if exists), ITD, BAJK's management team, BoD, and project management community informed as well as SBP if requires so.</li> <li>• Serve as BAJK's authority on IT project management practices.</li> <li>• Integrate project management within enterprise &amp; improve integration of projects within the business and operations groups/divisions.</li> <li>• Ensure comprehensive project documentation throughout project lifecycle.</li> <li>• Manage and communicate the project risks &amp; issues proactively to achieve project goals.</li> <li>• Report project's progress/status in timely &amp; effective manner to the management.</li> <li>• Analyze gaps and planning improvements in PMO processes, SOPs, systems, workflows, documentation, manuals, guidelines, practices for adding value to the business from different dimensions.</li> </ul>
01	<b>Position/Job Title</b>	<b>Database Administrator OG-I/AVP</b>
	Reporting to:	Divisional Head IT
	Academic / Professional Qualification:	Minimum Bachelor degree holder in IT/related discipline / Engineering from HEC recognized university.
	Experience:	Minimum 5 years' experience in IT / banking with 3 years' experience in relevant field. Experience in handling complex database recovery scenarios, troubleshooting various installation and patching issues. Experience in Oracle engineered systems like Exadata and database migration from legacy to a higher version. Experience in any one Cloud technologies.
	Other Skills	<p>Extensive knowledge and solid troubleshooting experience in the following areas: RAC, ASM, Exadata, Performance tuning, Data Guard (Physical/Logical and active data guard), DG Broker, latest version of Oracle RDBMS.</p> <ul style="list-style-type: none"> <li>• Must have clear concept of databases</li> <li>• Hands on experience for working on Oracle database (RDBMS) environment such as Toad, SQL developer.</li> <li>• Strong knowledge of backups, restores, recovery models, Clustering, and Replication.</li> <li>• Should be competent enough to make an effective roadmap related to databases for Bank's products.</li> <li>• Ability to detect and troubleshoot database issues, CPU, memory, I/O, disk space and other resource contention related to Database performance in I/O processes).</li> <li>• Understand coding and service management (to some degree) and Database object table, procedure, function etc.</li> <li>• Good verbal / written communication</li> <li>• Inter-personal and team working skills</li> </ul>
Main responsibilities:	<ul style="list-style-type: none"> <li>• Provide strategic direction and leadership for the organization's database platforms, aligning database strategies with overall business objectives and IT goals.</li> <li>• Key duties will include the analysis of the existing databases of Core Banking Software and come up with solutions for Database designing, re-designing, deployment and optimization as per the best practices.</li> <li>• Performing standard database maintenance and administration tasks.</li> <li>• Oversee the administration of all database platforms, ensuring their efficient operation, security, availability, and performance. (Relational Model in DBMS</li> <li>• Review all security standards employed on the databases and implement improvements accordingly such as develop and enforce database security policies, implement access controls, encryption, and auditing mechanisms to protect data integrity and ensure compliance with regulatory requirements.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Monitor database performance metrics, analyze trends, identify areas for improvement, and implement performance tuning strategies to enhance database efficiency and responsiveness.</li> <li>• Troubleshooting and resolving database integrity, performance, blocking and deadlocking, connectivity, security issues etc.</li> <li>• Performing routine configuration, installation, and reconfiguration of database and related products. (Latest patches and updates).</li> <li>• Support database platforms and help define strategies for data acquisition, recovery, migration and archiving</li> <li>• Design and implement robust backup and recovery strategies to ensure data availability and minimize downtime in case of system failures or disasters.</li> <li>• Forecast future capacity requirements based on business growth and application needs. Plan and implement database infrastructure upgrades and expansions as necessary.</li> <li>• Manage relationships with database platform vendors, including negotiation of contracts, licensing agreements, and maintenance/support services to ensure optimal service delivery.</li> <li>• Lead and manage a team of database administrators and engineers. Provide mentorship, guidance, and professional development opportunities to enhance team performance and skills.</li> <li>• Willingness to work in shifts and on weekends and holidays.</li> </ul>
01	<b>Position/Job Title</b>	<b>Systems Administrator (OG-I/AVP)</b>
	Reporting to:	Divisional Head IT
	Academic / Professional Qualification:	Minimum Bachelor degree holder in IT/related discipline / Engineering from HEC recognized university. Preferable certification MCSA (Microsoft Certified System Administration) Proficiency with Windows server and Linux operating systems.
	Experience:	Minimum 5 years' experience in IT / banking with 3 years' experience in relevant field.
	Other Skills	<ul style="list-style-type: none"> <li>• Conversant with databases, networks (LAN, WAN) and patch management.</li> <li>• Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery</li> <li>• Familiarity with various operating systems and platforms</li> <li>• Problem-solving aptitude</li> <li>• Understanding with cloud computing</li> <li>• Comprehensive knowledge of banking / banking applications</li> <li>• Good verbal / written communication</li> <li>• Inter-personal and team working skills</li> <li>• Understanding of Web Servers: Familiarity with hosting servers</li> <li>• SSL/TLS Certificates</li> <li>• Professional certifications (e.g., Red Hat Certified Engineer (RHCE)) are often preferred.</li> </ul>
	Main Responsibilities	<ul style="list-style-type: none"> <li>• Install and configure software and hardware.</li> <li>• Manage network servers and technology tools.</li> <li>• Set up accounts and workstations.</li> <li>• Monitor performance health, security and maintain systems and servers according to requirements.</li> <li>• Troubleshoot issues and outages.</li> <li>• Ensure security through access controls, backups, VPNs and firewalls.</li> <li>• Upgrade systems with new releases and models</li> <li>• Develop expertise to train staff on new technologies</li> <li>• Build an internal wiki with technical documentation, manuals and IT policies.</li> <li>• Value addition in developing IT related policies and implement those policies</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure health of servers and systems for satisfactory performance through proper adherence to their Service Level Agreements (SLAs).</li> <li>• Manage and configure virtualized environments, including VMware, Hyper-V, or similar platforms.</li> <li>• Implement data retention and recovery policies to ensure data integrity and availability.</li> <li>• Generate regular reports on resource usage, availability, and costs.</li> <li>• Develop and test disaster recovery plans to guarantee business continuity.</li> <li>• Handle Active Directory, LDAP, or similar directory services to organize users and resources.</li> <li>• Maintain an inventory of all software resources, ensuring timely upgrades.</li> </ul>
<b>03</b>	<b>Position/Job Title</b>	<b>Project Coordinators / Managers for CBS, Allied Solutions and Digital Channels (OG-Is / AVPs)</b>
	Reporting to:	PMO Head / Divisional Head IT
	Academic / Professional Qualification:	Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Degree in relevant field and professional certification (PMP) will be treated as advantageous.
	Experience:	Minimum 5 years with 3 years' experience in related field covering: <ul style="list-style-type: none"> <li>• Coordination with vendors' PMO team and bank's stakeholders</li> <li>• Banking products and banking operations</li> <li>• CBS execution and conversion of technology platform</li> <li>• Integration and interfacing with allied solution</li> <li>• Alternate delivery channels (ADCs)</li> </ul>
	Skills and Main Responsibilities:	<ul style="list-style-type: none"> <li>• Applying appropriate project management standards for successful implementation of the project.</li> <li>• Planning and monitoring implementation process of the project</li> <li>• Preparing and maintaining the project's stages/ milestones and exception plans as required.</li> <li>• Managing project risks including the development of contingency plans.</li> <li>• Liaison with program management if the project is part of a comprehensive program and ensure clear communication and goal alignment</li> <li>• Coordinate with vendors' PMO team and bank's stakeholders to ensure meeting automation requirement of the business/operations.</li> <li>• Applying agile project management technique for change control and configuration management processes.</li> <li>• Reporting / presenting status on project progress using high powered presentation to the management / Board / any Committee.</li> <li>• Maintaining an awareness of potential interdependencies with other projects and their impact.</li> <li>• Managing project administration / charter</li> <li>• Monitoring the daily progress of projects</li> <li>• Providing detailed updates to high-ups or other stakeholders.</li> <li>• Organizing reports, invoices, contracts, and other financial files of the project for easy access.</li> <li>• Planning meetings and organizing project logistics.</li> <li>• Ability to use Project management tools/systems for managing projects such as Microsoft Office, MS Project and other related project management tools</li> <li>• Track project progress using task management tools and address bottlenecks efficiently.</li> </ul>

8	<b>Position/Job Title</b>	<b>Project Associates for CBS and Allied Solutions (OG-III/OG-II)</b>
	Reporting to:	PMO Head / Divisional Head IT
	Academic / Professional Qualification	Minimum Bachelor degree holder in IT/related discipline from HEC recognized university.
	Experience:	Fresh graduates. Experience, if any will be preferred.
	Other Skills	<ul style="list-style-type: none"> <li>• Good knowledge of Technology usage</li> <li>• Well-acquainted with MS Office, PowerPoint and PM tools</li> <li>• Good verbal / written communication</li> <li>• Must be pleasant, friendly and communicative with team members.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Supporting roles for project management and monitoring of all systems.</li> <li>• Coordination with users; help them in environment analysis.</li> <li>• Supporting team members in completing their tasks to ensure they meet milestones</li> <li>• Interacting with business users and help them at stages from compiling users' requirements till UAT finalization.</li> <li>• Creating timelines, milestones, and deliverables to contribute to effective project planning</li> <li>• Scheduling meetings, conference calls, and project-related events with team members</li> <li>• Assist Project Managers in updating and presenting status of projects to the management.</li> <li>• Scheduling project updates, attending stakeholder meetings and taking notes during meetings.</li> <li>• Writing and distributing project-related messages, such as memos and status updates</li> <li>• Collaborating with cross-functional teams that include a diverse range of personalities and skills.</li> <li>• Updating project status on Gantt Chart or any other tool.</li> <li>• Act as a liaison between developers and stakeholders to ensure clear communication and goal alignment.</li> </ul>
01	<b>Position/Job Title</b>	<b>System / Network Security Officers (OG-I/OG-II)</b>
	Reporting to:	Divisional Head IT
	Academic / Professional Qualification:	Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. <b>Relevant certification, such as CCNA or OWSE, (SOC, CISSP, CISM, or CISA are a plus)</b>
	Experience:	Minimum 2-3 years' experience in WLAN/networks/web applications /penetration testing. (With same role) <ul style="list-style-type: none"> <li>• Strong knowledge of security frameworks and standards.</li> <li>• Excellent leadership, communication, and interpersonal skills.</li> <li>• Should have experience in Vulnerability Assessment and Penetration Testing (VAPT).</li> </ul>
	Other Skills:	<ul style="list-style-type: none"> <li>• Conversant with databases, networks (LAN, WAN) and patch management.</li> <li>• Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery</li> <li>• Familiarity with various operating systems and platforms</li> <li>• (Latest ISO requirements and security controls)</li> <li>• Understanding of HTTP and HTTPS, as well as their underlying implementations.</li> </ul>

		<ul style="list-style-type: none"> <li>• Basic programming proficiency, sufficient to write and execute scripts from the command line.</li> <li>• Familiarity with cloud and software security best practices.</li> <li>• Knowledge of network and endpoint security technologies.</li> </ul>
	Main Responsibilities:	<ul style="list-style-type: none"> <li>• Will work as backup resource for network and System Administration.</li> <li>• Actively look for security vulnerabilities in our application and network, reporting issues and describing possible solutions.</li> <li>• Support design and maintain our security infrastructure.</li> <li>• Stay up to date with security news, keeping an eye for the latest vulnerabilities and remedies emerging in the field.</li> <li>• Actively liaise with the development/project team to ensure a secure architecture.</li> <li>• Provide regular reports auditing our current services and latest changes, as well as our internal practices.</li> <li>• Monitor our server traffic, ticketing and reporting unusual packets.</li> <li>• Lead incident response, including investigation, containment, and remediation.</li> <li>• Educate staff on security awareness and policies.</li> <li>• Provide regular security status updates to senior management.</li> </ul>
<b>02</b>	<b>Position/Job Title</b>	<b>Business Analysts (OG-I)</b>
	Reporting to:	PMO Head/Divisional Head IT
	Academic / Professional Qualification	<p>Minimum Bachelor's degree in Computer Science, Information Technology, Business Administration, or related field.</p> <ul style="list-style-type: none"> <li>• Additional certifications such as Certified Business Analysis Professional (CBAP) or Project Management Professional (PMP) are advantageous.</li> </ul>
	Experience:	<ul style="list-style-type: none"> <li>• Minimum 03 years' experience in business analysis or a related field.</li> <li>• Demonstrated experience in gathering and analyzing business requirements, translating them into technical specifications, and working with development teams.</li> <li>• Demonstrated experience in analyzing business processes, identifying gaps, and recommending solutions.</li> <li>• Proficiency in using gap analysis techniques and tools to assess current vs. desired state.</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent communication and interpersonal skills with ability to effectively communicate with stakeholders at all levels.</li> <li>• Proficiency in documentation and presentation tools (such as MS Offices and PowerPoint)</li> <li>• Knowledge of software development lifecycle (SDLC) processes.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Collaborate with business stakeholders to understand their requirements, objectives, and challenges.</li> <li>• Conduct analysis of business processes, systems, and data to identify gaps and opportunities for improvement.</li> <li>• Translate business requirements into technical specifications and user needs, ensuring alignment with strategic objectives.</li> <li>• Work closely with development/projects' cross functional teams to ensure that solutions meet business needs and requirements.</li> <li>• Facilitate communication between business stakeholders and technical teams throughout the project lifecycle.</li> <li>• Develop and maintain documentation including requirements, design specifications, and user manuals.</li> <li>• Continuously assess and refine business impact analysis processes and methodologies to improve effectiveness and efficiency.</li> </ul>

		<ul style="list-style-type: none"> <li>Participate in testing and validation of new systems or software solutions to ensure functionality and usability.</li> <li>Provide training and support to end-users on new systems and processes.</li> <li>Stay current with industry trends and best practices in business analysis and IT.</li> </ul>
01	<b>Position/Job Title</b>	<b>Quality Assurance Analyst (OG-I)</b>
	Reporting to:	PMO Head/Divisional Head IT
	Academic / Professional Qualification	<ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science, Information Technology, or related field.</li> <li>Relevant certifications such as Certified Software Quality Analyst (CSQA) or ISTQB Certified Tester are advantageous.</li> </ul>
	Experience:	<ul style="list-style-type: none"> <li>Minimum 03 years' experience in software quality assurance or a related role. (software testing, quality assurance, or banking systems testing)</li> <li>Proven experience in developing and executing test plans, test cases, and test scripts.</li> <li>Familiarity with manual and automated testing methodologies and tools.</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>Strong analytical and problem-solving skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Attention to detail and accuracy.</li> <li>Ability to work both independently and collaboratively in a team environment.</li> <li>Knowledge of software development lifecycle (SDLC) processes.</li> <li>Familiarity with testing frameworks such as Selenium, JUnit, or TestNG.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>Develop and execute test plans, test cases, and test scripts to validate software functionality, performance, and reliability.</li> <li>Conduct thorough manual testing of web and mobile applications, as well as backend systems.</li> <li>Utilize automated testing tools and frameworks to streamline the testing process and improve efficiency.</li> <li>Document and track software defects using bug tracking tools and work closely with development teams to ensure timely resolution.</li> <li>Collaborate with cross-functional teams to understand requirements and provide feedback on system design and functionality.</li> <li>Perform regression testing to verify bug fixes and ensure that new features do not negatively impact existing functionality.</li> <li>Analyze test results and provide regular reports on testing progress, including defect metrics, test coverage, and overall quality status.</li> <li>Participate in release planning and deployment activities to ensure that software releases meet quality standards and customer expectations.</li> <li>Stay current with emerging trends and best practices in quality assurance and software testing.</li> <li>Identify and report bugs, errors, and system inefficiencies.</li> <li>Maintain QA documentation, test scripts, and testing reports</li> <li>Ensure compliance with banking regulations and security standards.</li> <li>Perform regression, functional, and user acceptance testing (UAT).</li> </ul>
01	<b>Position/Job Title</b>	<b>IS Audit Officer (OG-I)</b>
	Reporting to:	PMO Head / Divisional Head Audit
	Academic / Professional Qualification	<ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science, Information Systems, or related field.</li> <li>Certified Information Systems Auditor (CISA) certification is required.</li> <li>Additional certifications such as Certified Information Security Manager (CISM) or Certified Ethical Hacker (CEH) are advantageous.</li> <li>Strong understanding of IT governance frameworks (e.g., COBIT, NIST, ISO 27001).</li> <li></li> </ul>

	Experience:	<ul style="list-style-type: none"> <li>• Minimum 03 years’ experience in information systems auditing, IT security, or related field.</li> <li>• Demonstrated experience in planning and executing information systems audits in accordance with industry standards and regulatory requirements.</li> <li>• Strong understanding of information security principles, standards, and frameworks (e.g., ISO 27001, NIST Cybersecurity Framework).</li> <li>• Experience in conducting technical testing and analysis of IT systems and applications, including vulnerability assessments and penetration testing.</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Proficiency in using audit tools and software, such as vulnerability scanners, penetration testing tools, and audit management systems.</li> <li>• Ability to work independently and collaboratively in a dynamic environment.</li> <li>• Knowledge of audit methodologies and techniques, including risk assessment, control testing, and evidence collection.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Plan and execute information systems audits to assess compliance with policies, regulations, and industry standards.</li> <li>• Conduct risk assessments to identify potential threats and vulnerabilities in information systems and infrastructure.</li> <li>• Evaluate the design and effectiveness of information systems controls, including logical access controls, change management processes, and data security measures.</li> <li>• Review and assess compliance with applicable laws, regulations, and industry standards, such as GDPR, ISO 27001, and NIST.</li> <li>• Perform technical testing and analysis of IT systems and applications, including vulnerability assessments, penetration testing, and security configuration reviews.</li> <li>• Document audit findings, including identified risks, control deficiencies, and recommendations for remediation.</li> <li>• Communicate audit results and recommendations to management and stakeholders, including written reports and presentations.</li> <li>• Collaborate with IT teams to develop and implement corrective action plans to address identified deficiencies and improve controls.</li> <li>• Monitor the implementation of remediation efforts and verify that corrective actions are effective in mitigating risks.</li> <li>• Review and assess IT policies, processes, and internal controls.</li> <li>• Provide recommendations to strengthen IT security and mitigate risks.</li> </ul>
<b>01</b>	<b>Position/Job Title</b>	<b>Training Officer (OG-I / OG-II)</b>
	Reporting to:	PMO Head / Divisional Head IT
	Academic / Professional Qualification	<ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, HRM or related field.</li> <li>• Certifications in relevant field will be advantageous for the candidates. (e.g., CIPD, ATD)</li> </ul>
	Experience:	<ul style="list-style-type: none"> <li>• Minimum 2 - 3 years’ experience in relevant field.</li> <li>• Experience in designing and conducting training needs analysis / imparting IT related trainings or MIS reporting etc. will be preferred.</li> <li>• Strong understanding of concept “train the trainers”</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>• Conducting TNA (Training Needs Analysis) skills</li> <li>• Strong communication and interpersonal skills.</li> <li>• Proficiency in organizing trainings using e-learning tools and software.</li> <li>• Knowledge and ability to manage training needs of cross functional and projects’ team members.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Planning and identifying training needs programs required to be conducted for business users and team members.</li> <li>• Arrange / manage/ conduct programs on the concept of train the trainers.</li> </ul>



		<ul style="list-style-type: none"> <li>• Leading programs to assist employees with transitions due to technological changes, acquisitions and mergers</li> <li>• Communicating with management, trainers and team members to ensure that all needs are met</li> <li>• Setting up and conducting orientation programs on new IT projects for senior management.</li> <li>• Aarranging on-the-job trainings for new hires</li> <li>• Resolving any specific problems and tailoring training programs as necessary.</li> <li>• Arrange and ensure training supplies/materials for each training sessions.</li> <li>• Keeping records of all training/orientation sessions conducted</li> <li>• Assess training needs and create customized learning materials.</li> <li>• Ensure compliance with regulatory training requirements.</li> </ul>
<b>01</b>	<b>Position/Job Title</b>	<b>MIS Reporting Analyst / Officer (OG-I / OG-II)</b>
	Reporting to:	PMO Head / Divisional Head IT
	Academic / Professional Qualification	<ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Systems, or related field.</li> <li>• Proficiency in data analysis tools such as SQL, Excel, Power BI, or Tableau.</li> <li>• Knowledge of banking systems and reporting standards</li> </ul>
	Experience:	<ul style="list-style-type: none"> <li>• Minimum 03 years' experience in relevant field.</li> <li>Experience with strong understanding of MIS reporting, designing views / dashboard for management.</li> </ul>
	Other Skills, Expertise / Knowledge required	<ul style="list-style-type: none"> <li>• Well conversant with need of MIS reporting, designing views/ dashboard as DSS for the management.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Knowledge with understanding of the system and technology to ensure reports development as per business requirement.</li> <li>• Proficiency in analysis of business information and suggest correctly required reports for management at the right time and place.</li> </ul>
	Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Analyze business information and help business to develop required reports, views and dashboard for the management.</li> <li>• Ensure all reports are developed and available in the system as identified and required to the business/operations and other users.</li> <li>• Test and confirm all reports are properly generated through system.</li> <li>• Maintain MIS documentation and complete record of MIS reports development.</li> <li>• Provide recommendations to update current MIS to improve reporting efficiency and consistency.</li> <li>• Perform data analysis for generating reports on periodic basis.</li> <li>• Extract, clean, and analyze banking data for trends and insights</li> <li>• Develop MIS system for customer facilitation and internal communication.</li> <li>• Provide strong reporting and analytical information support to management team.</li> <li>• Suggest both periodic and ad hoc reports as needed.</li> <li>• Participate in cross-functional meetings to resolve recurring customer issues.</li> <li>• Ensure timely and accurate reporting to regulatory bodies and senior management.</li> <li>• Collaborate with IT and business teams to enhance data integrity and reporting standards.</li> </ul>
<b>2</b>	<b>Position/Job Title</b>	<b>Project Support Officers (OG-II)</b>
	Reporting to:	PMO Head / Divisional Head IT
	Academic / Professional Qualification	Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. Certification in project management (e.g., PMP, PRINCE2) is an advantage Strong organizational and coordination skills.

Experience:	Minimum 2 years' experience in project management supporting role. (Project coordination, banking operations, or IT projects) Familiarity with banking processes, regulatory requirements, and project lifecycles. Experience in supporting project managers, tracking deliverables, and reporting
Other Skills	<ul style="list-style-type: none"> <li>• Good knowledge of Technology usage</li> <li>• Well-acquainted with MS Office, PowerPoint and PM tools</li> <li>• Good verbal / written communication</li> <li>• Skills to develop presentations on project status using project management software and maintain record for better project administration.</li> <li>• Well versed with organizing review meetings, taking minutes and maintain implementation status of matters arising of the meetings.</li> </ul>
Outline of main duties / responsibilities	<ul style="list-style-type: none"> <li>• Set up and maintain project files.</li> <li>• Keep record of payments and ensure that are timely made to the vendors as per milestone achieved.</li> <li>• Assist PMO Head in his day-to-day activities.</li> <li>• Assist in the organizing project and cluster meetings, ensure all logistic support, take minutes and ensure appropriate follow up action where requested.</li> <li>• Establish document control procedures and maintain project registers</li> <li>• Develop and update presentations on project status.</li> <li>• Collect data and forecasts</li> <li>• Assist with compilation of reports</li> <li>• Administer project implementation plan, watch missed delivery of milestones and update plans.</li> <li>• Assist in service and teams' performance Reviews</li> <li>• Coordinate with teams to ensure project timelines and deliverables are met.</li> <li>• Support risk assessment and change management activities.</li> <li>• Support system upgrades, digital banking initiatives, and process improvements.</li> </ul>

**General Clauses:**

Age:	For permanent induction: up to 42 years For contractual induction: up to 57 years
Nationality	Pakistani / AJK domicile. AJK State Subjects Shall be given preference.
Knowledge/other Skills / Expertise Preferred	Have good communication skills. Computer literacy is mandatory.
No. of Positions	<b>As mentioned under each Job title</b>
Assessment Tests / Interviews	Only shortlisted applicants strictly meeting the above-mentioned basic eligibility criteria will be called for Test / Interview.

- Selection will be strictly made on merit basis and in accordance with Bank's approved Recruitment Policy and Procedures.
- Send your CV within 15 days of publication of this advertisement to [careers@mh9.biz](mailto:careers@mh9.biz) by clearly mentioning the position applied for in bold writing. We are an equal opportunity employer.