



**Export-Import Bank of Pakistan (“EXIM”)** is set up by the Government of Pakistan to support inter-alia the growth of exports and to undertake import substitution projects. EXIM is looking for:

**1.**

**Grade:**  
Up to Manager

**Job:**  
**Manager Internal Audit**

**Department:**  
Internal Audit

**Job Location:**  
Islamabad

**Qualification:** Member of a recognized body of professional accountants or;

- Certified internal auditor (CIA) or;
- Certified fraud examiner (CFE) or;
- holding a bachelors or higher degree in finance from a university recognized by the Higher Education Commission.

**Experience:** At least 8-10 years of internal auditing experience in recognized accounting firm or Financial/Insurance Institutions with at least 3 years of supervisory experience.

**Key Responsibilities:**

- Assist the Head of Internal Audit in preparing a risk-based audit strategy and annual audit plans.
- Undertake comprehensive audit planning and risk assessments relating to each assignment to ensure that the audit engagement identifies potential risks.
- Design internal audit procedures and programs to ensure that detailed audit work is effectively focused on areas assessed as high risk, thus ensuring maximum value for the bank.
- Conduct and may lead audit assignments in line with approved Internal Audit plan in a professional and efficient manner, adopting the best audit practices and appropriate audit techniques.
- Evaluates the quality of risk underwriting and risk rating assignment processes through detailed analysis of borrower’s financial statements and compliance related information;
- Evaluate the adequacy and effectiveness of controls including:
  - Reliability and integrity of financial and operational information,
  - Effectiveness and efficiency of operations,
  - Safeguarding of Company's assets, and,
  - Compliance with Laws, and Regulations.
- Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management/regulators.
- Prepare and finalize clear and concise audit reports to summarize the work performed during each engagement.
- Proactively follow up with action plan owners to ensure audit recommendations are implemented on time and in a manner that addresses the related risk.
- Ensure quality standards are adhered in internal audit reviews and reports.
- Prepare/ review quarterly progress reports on planned audits and implementation of corrective actions.
- May communicate/coordinate with regulator(s)/External assurance providers.
- Enhance Audit's reputation within the Bank by maintaining a professional approach at all times.

	<ul style="list-style-type: none"> <li>• Perform miscellaneous job-related duties as assigned.</li> </ul> <p><b>Core Competence:</b> The suitable candidate is expected to have strong understanding of applicable rules, regulations/guidelines and have strong banking/ insurance relationship.</p> <p><b>Communication:</b> Excellent written and verbal communication is mandatory.</p>
<p>2.</p> <p><b>Grade:</b> Up to Manager</p> <p><b>Job:</b> <b>Manager HR Operations</b></p> <p><b>Department:</b> Human Resource</p> <p><b>Job Location:</b> Islamabad</p>	<p><b>Qualification:</b> Bachelor’s degree in HR, Economics, Finance, business administration or other relevant fields from a HEC recognized local university or a leading international university.</p> <p><b>Experience:</b> Minimum 05 years of related work experience in/with financial institution in Pakistan.</p> <p><b>Key Responsibilities:</b> To assist Head of HR and proactively perform responsibilities including but not limited to following;</p> <ul style="list-style-type: none"> <li>• To implement Human Resource daily operations at Pak EXIM;</li> <li>• Analyze existing HR processes and finds avenues to optimize process through various controls and measures;</li> <li>• Oversee end-to-end HR Operational processes with optimization;</li> <li>• To verify financial and operational data before inputs (i.e. payroll, rewards, incentives, transfers, postings, database etc.) in HRIS and eliminates associated risks.</li> <li>• Update and maintenance of HR and Staff records.</li> <li>• Ensure timely and accurately HR related policy implementation in the HRIS / applicable system e.g. Rotation, Promotion, Performance Management etc.</li> <li>• To ensure digitalized, efficient, lean and seamless HR processes resulting in reduced costs, increased efficiency and higher workforce productivity</li> <li>• To function within the limits of organization’s policies and procedures, departmental objectives, SOPs, legal regulations, State Bank of Pakistan guidelines, Pakistan’s labor laws, tax regulations and management guidelines.</li> </ul> <p><b>Core Competence:</b> The suitable candidate is expected to have strong understanding of applicable rules, regulations/guidelines and have strong banking relationship.</p> <p><b>Communication:</b> Excellent written and verbal communication is mandatory.</p>
<p>3.</p> <p><b>Grade:</b> Up to Officer</p> <p><b>Job:</b> <b>Jr. Trainee Officer under Learning &amp; Development Program</b></p>	<p><b>Qualification:</b> Minimum Bachelor’s in Finance, Business Administration or other Business related fields from HEC recognized universities.</p> <p><b>Core Competence:</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills, confident team player and creative under pressure.</li> <li>• Good written and oral communication skills both in English and Urdu</li> <li>• Very good computer literacy and inclination towards automation</li> <li>• Related internship/work experience shall be considered</li> </ul>

<b>Job Location:</b> Islamabad	<b>Job Summary:</b> Fresh graduates are requested to apply who will be trained to work for the long-term growth and sustainability of the Bank through a fast-paced learning program.
<ul style="list-style-type: none"><li>• Those having requisite experience and qualify the above criteria are encouraged to send their Curriculum Vitae (CV)/Resume at: <a href="https://njp.gov.pk/">https://njp.gov.pk/</a> 'OR' Export-Import Bank of Pakistan, 5<sup>th</sup> Floor, Evacuee Trust Complex, F-5/1, Islamabad no later than <b>May 21, 2023</b>.</li><li>• Applications received after this date will not be considered eligible for consideration. EXIM reserves the right to reject all applications without assigning any reason whatsoever.</li><li>• Females and differently-abled persons with relevant qualifications and experience are encouraged to apply for the positions.</li><li>• Only candidates shortlisted for interviews will be contacted.</li></ul>	