

Position: Core Banking Support Officer
Division: Information Technology
Location: Head Office – Karachi

Required Qualification & Experience:

Graduate/ Postgraduate degree preferably in Banking and Finance or equivalent from an HEC recognized university.
Minimum 2-5 years of relevant experience, preferably within the team of Core Banking Support team.

Main Duties & Responsibilities:

- Banking Application support experience to branches and, regional office.
- System administration – configuration, testing & development of IT solutions.
- Strong Understanding of accounting and core banking practice.
- Coordinate with team lead and peers to prepare SOP's for branch operations.
- Responsible to prepare incident and change management documentation.
- Responsible to do SIT testing in mock environment, managing approvals and sign off.
- Ensure compliance of SOP's and IS policies including internal policies and Prudential's regulation guidelines, while performing their day to day operations
- Any other job assigned by the Line Manger/Divisional Head.
- Ensure time by Submission of data/reports required by line manager/RO/HO.