

CAREER OPPORTUNITIES IN BANKING

The Bank of Punjab is one of the fastest growing Banks in Pakistan with its profound existence of **35+** years. It operates through a network of **900+** real-time online branches and ATMs across the country. The Bank has established a strong foundation while offering premium banking services with major focus on unsurpassed value-added services for its customers through advanced solutions.

In line with the Bank's progression strategy, we invite applications from experienced, dedicated and performance-driven professionals for the following position(s) in our **Branch Banking Operations (Operations Group)**. The following job profile offers excellent opportunity for the right candidates desirous of building a long-term career in a dynamic organization:

Position	Job Summary / Major Responsibilities	Eligibility Criteria
Manager- Branch Banking Operations Branch Banking Operations (Operations Group) Grade: Band-10 to Band-9 Location: TIB-Bannu	- Managing operational affairs of branch and ensuring that all the activities are performed as per defined SOPs/guidelines provided by Head Office/SBP. - Ensure Compliance of Internal, external audit and SBP Exceptions. - Rechecking of Daily vouchers for different exceptions after initial checking of supplementary sheets by Cash Manager. - Maintenance of Administrative and Financial discipline in branch - Adherence to signing/passing schedule. - Custodian of Cash Key-B and combination lock of ATM & (Backup of Cash Manager). - Monitoring of Suspense, Sundry ledgers and management of GLs in line with SOPs/PR's. - Management/Reconciliation of Asset Inventory (F&F, stationery etc.). - Service Management- Disposal of Customer complaints, ensure that Key service targets are met. - Implementation of services standard e.g. attends the phone within 3 rings and handing over cheque book in envelop etc. - Monitoring of Accrual/payment of profit/ M-up, and deduction of WHT where manually required. - Arranging Approval of cancellation and issuance of duplicate instrument - Compliance of Quality assurance observation. - Processing cases for approval to pay ATM Claims and payments from deceased A/Cs. - Lodgments of insurance claim & record maintenance. - People Management - Coaching, training of Ops staff. Foster team work between sales and operation. - Risk Management - Ensure efficiency and correctness to obviate the chances of fraud. - Old record maintenance shifting & destruction. Also, maintenance/Up keeping of various records. - Ensure proper maintenance of inward/outward mail process. - Ensure Branch Security arrangement e.g. smoke detector, metal detector working, fire extinguisher, security/Burglar alarm, SOS connection, CCTV recording etc. - Implementation of staff dress code. - Ensuring non-sharing of IDs/password by branch staff and ensuring that staff authenticate/supervise transactions through proper checking in system. - Maintenance of up-to-date record of dispatched/re-dispatched HY-SOA. - Zakat deductions, CZ- 50 maintenance and register maintenance etc. - Captured ATM cards data maintenance & daily reporting to ITD. - Processing of requests for refund of un-claimed deposits and proper maintenance of record of Unclaimed accounts. - Timely & accurately preparation of statements of Unclaimed Depositors for onward submission to FD & SBP. - Ensuring that record of Cheque book issuance is maintained by branches and reconciled on daily basis. - Branch SOD & EODM steps. - Ensuring that HOD is properly & effectively performed before start of day and reported to ROM. - Forex related reporting. - Ensuring that all O&M Queries are timely responded and all required record is provided to relevant offices. - Ensuring that call back (CBC) is performed (where required).	Qualification: Minimum Bachelor's degree or equivalent degree from HEC recognized local/ foreign university. Experience: Preference will be given to candidates having Minimum 04 years of Banking experience with knowledge regarding relevant SBP policies & procedures, relevant BOP policies & procedures Age: Up to 55 years as on date of application.

Important Note:

- Only shortlisted candidates shall be called for interviews. No TA/DA will be admissible.
- The Bank of Punjab reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.
- The Bank is an equal opportunity employer. Females, Minorities, DAP (Differently Abled Persons) and Transgender are encouraged to apply.
- The above position(s) carry market based competitive remuneration.

Individuals fulfilling the above-mentioned criteria are encouraged to apply online through BOP career portal <https://www.bop.com.pk/available-jobs> latest by **October 19, 2026**.