

Job Position: Officer IT Governance
Department: Information Technology
Location: Head Office – Karachi

Job Purpose:

Support the implementation and monitoring of the Bank's IT governance framework to ensure compliance with regulatory requirements, internal policies, and industry best practices.

Key Responsibilities:

- Assist in implementing IT governance policies, standards, and procedures.
- Monitor compliance with regulatory requirements (e.g., State Bank of Pakistan guidelines) and internal IT policies.
- Support IT risk assessments and maintain risk and control documentation.
- Coordinate IT governance, audit, and compliance activities, including tracking observations and action plans.
- Maintain IT policies, SOPs, and governance-related documentation.
- Prepare governance dashboards, reports, and management updates.
- Liaise with IT, Risk, Compliance, Internal Audit, and business units on governance matters.
- Support awareness initiatives and continuous improvement of IT governance processes.

Qualifications & Experience:

- Bachelor's degree in Computer Science, Information Technology, Information Systems, or a related discipline.
- 3 years of relevant experience in IT Governance, IT Risk, IT Audit, or Information Security, preferably in the banking or financial sector.

Preferred Skills:

- Knowledge of IT governance frameworks (COBIT, ISO 27001, ITIL).
- Understanding of SBP regulatory requirements related to IT and cybersecurity.
- Strong analytical, documentation, and communication skills.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).