

**Position: Trade Support / Swift Officer**  
**Division: Operation Division**  
**Locations: Karachi**

**Required Qualification & Experience:**

Minimum graduate/ preferably Master's degree with minimum 4 Years to 5 years of relevant experience.

**Main Duties & Responsibilities:**

- Liaison with Information Technology Division along with other stakeholders to ensure smooth implementation of mandatory/optional updates issued by SWIFT Belgium
- Coordinate with M/s. SWIFT Belgium for E-ordering and case reporting as and when required
- Formulate Procedure Manuals, Standard Operating Procedures and other documentation in line with compliance guidelines and also review them on regular basis
- Coordinate with Information Security Department for SWIFT security related matter and ensure timely submission of SWIFT Security Attestation
- Provide assistance to IT in various security related matters
- Review & resolution of outstanding issues of Internal/ External Audit
- Perform SWIFT application parameterization activities as and when required
- Monitor and ensure that internal controls are exercised to obtain satisfactory rating from internal audit
- Provide assistance to internal customers regarding SWIFT related activities
- Perform Archive/ Backup activities in timely manner
- Manage SWIFT invoices
- Arrange to provide different MIS as and when required
- Supervise disposal process of SWIFT messages to concerned Branches/Segments
- Archiving of incoming and outgoing Swift messages.
- supervision in preparation of swift messages
- Follow up on incoming and outgoing SWIFT messages
- Ensure updates on the list of correspondent banks in the SWIFT system.
- Performing any other tasks and responsibilities related to swift as assigned by the senior management.
- Any other job assigned by the Line Manger/Divisional Head.
- Ensure time by Submission of data/reports required by line manager/RO/HO.