



**CENTRAL BANK OF AFGHANISTAN  
(DA AFGHANISTAN BANK)**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title &amp; Grade</b>	Provincial Examiner, Grade 7	<b>Occupant</b>	Vacant
<b>Reports To:</b>	Deputy Director - General, Financial Supervision	<b>Directorate/ Department/ Unit/Project</b>	Financial Supervision Department
<b>Type of Employment</b>	Regular	<b>Location of Employment</b>	Regional Zone Office: Kandahar, Herat, Jalalabad, Mazar, Kunduz, Gadez
<b>Duration of Employment</b>	Permanent	<b>No. of Positions</b>	One position in each zone (6)
<b>Special Conditions</b>	Three months ( probationary period)  May travel for official assignments to the branch offices located at the Districts and Provinces.	<b>Closing Date</b>	August 18, 2010

## **Purpose of the Position**

### **Position Objectives**

Perform off site analysis and on site examination of commercial banks operations. I don't really agree that the FSD provincial officers should do off-site analysis – off-site looks at the performance of the banking organization as a whole, not of individual branches. I don't see the provincial officers as having value to add to this process. Also, I envision the position to be much broader than just examining banks – also licensing and AML/CFT supervision of MSPs and FXDs in the zones.

### **Position Outcomes**

- Protect the public's deposits in the commercial banks
- Maintain a safe and secure financial sector
- Improved public confidence in the banking system
- Increased economic activities in rural areas of the country

## **Accountability / Working Relationships**

- The Officer will report to the Deputy General Director/ General Director Financial Supervision Department (FSD)

## **Job Specification**

- Review all banks' policies and procedure related to their respective provincial branches.
- Visit commercial banks branches for supervisory purposes, including verification of operations, meeting with branch managers and other employees, gathering contact information, and evaluating physical security and communications capability following specific instruction of General Director / Deputy General Director of FSD.
- Verify the existence and serviceability of lower-level banking facilities, such as ATMs, loan origination facilities, or facilities to which the bank does not allow the public to have physical access, etc.
- Write detailed visit reports after meetings with commercial banks' branches.
- Visit the commercial banks' borrowers' office and perform stock inspections as per instruction of FSD – main office and to write a detailed report.
- Review the off site reports sent by the main office of FSD
- Review loan files during onsite examinations when/ if required by General Director / Deputy General Director of FSD
- Assess the bank's respective branches' operations during onsite examination if instructed by General Director / Deputy General Director – FSD.
- Report on assigned activities to the section director or Deputy General Director – FSD.
- Oversee non-banking issues related to the licensing and AML/CFT supervision of Money Service Providers, Foreign Exchange Dealers, or other Financial Institutions in the provinces when instructed by FSD – main office.
- The officer MUST understand the importance of the position and MUST treat all information/ data as Extremely Confidential.
- Other assignments by Deputy General Director or General Director of Financial Supervision Department.

## **Person Specification**

### **Qualifications**

- Bachelor Degree in the fields of Accounting, Business Administration, Economics or similar fields.

### **Experience**

At least two years experience in banking or similar fields

### **Knowledge**

- Computer skills in Microsoft Office Packages, (Ms. Word, Ms. Excel, Ms. Power Point, Ms. Access)
- Written and oral communication skills in Dari, Pashto and English.

## **Personal Skills and Abilities**

- Ability to accomplish the assignments according to the scope.
- Ability to analyze financial reports.
- Ability to write a proper report of the assigned area.
- Ability to determine CAMEL component ratings
- Ability to work efficiently without direct supervision.
- Ability to work in a systematic and organized manner within set time frames
- Ability to travel when needed, including to provinces outside of the province where the zones' branches are located.

## **Other:**

- Well behaved
- Punctual
- Fast learner
- Well dressed

## **Application Process:**

All interested and qualified candidates should apply along with their application cover letter, comprehensive Curriculum Vitae (CV) and certified copies of degree/diploma and related certificates to the Recruitment Manager, Directorate of Human Resources , Da Afghanistan Bank (Central Bank of Afghanistan), Ibni-Sena Watt, Kabul, Afghanistan at E-mail: [dab.jobs@centralbank.gov.af](mailto:dab.jobs@centralbank.gov.af) . The Da Afghanistan Bank (Central Bank of Afghanistan) will only respond to the applicants short-listed for interview.

**Da Afghanistan Bank (Central Bank of Afghanistan) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**