

## EXTERNAL JOB POSTING

**Position:** Assistant Specialist/ Specialist  
**Work Place:** Head Office, Internal Control Department  
**Open Date:** 22.03.2023  
**Closing Date:** 02.04.2023  
**Language Requirements:** English

### Duties and Responsibilities:

- Monitors, examines and controls the activities and the infrastructure of the Bank on an on-going basis.
- Reviews the functional policy and procedure of the Bank and reports possible risk evasion and prevention methodologies.
- Design and implement Internal Control checklists.
- Develop recommendations for improving processes, operating efficiency, and the adequacy of bank records and recordkeeping.
- Conduct follow-up reviews of irregularities/deficiencies noted during monitoring and controls.
- During the controls ensure appropriate segregation of duties and that personnel are not assigned conflicting responsibilities.
- Require effective channels of communication to ensure that all staff fully understand and adhere to policies and procedures affecting their duties and responsibilities.
- Perform other duties as required, consistent with the goals, objectives, responsibilities and authority of the Internal Control Department.

### Education and Experience:

- University degree in Economics, Management, Finance or related areas.
- For Specialist Position is required at least two years of banking experience.
- Proficiency in English language (Turkish language is an asset).
- A high degree of tact and discretion, and ability to maintain confidentiality.
- Proficient knowledge of computer programs especially office and I-flex.
- Analytical skills.
- Ability to work in groups and on own initiative.
- Integrity, flexibility and strong organizational skills.
- Ability to solve different problems.
- Excellent verbal, written and interpersonal communication skills.

*Interested candidates are encouraged to apply by filling up the form in English:*

*<https://bkt-ks.com/bkt/burimet-njerezore/mundesipunesimi/>. For any problems contact [hrbktkosove@bkt.com.al](mailto:hrbktkosove@bkt.com.al)*

*All applications will be treated with the highest confidentiality. Only candidates that meet our criteria will be notified.*



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Ne jemi gjithmonë këtu