



**Sonali Bank PLC**  
**Head Office, Dhaka.**

**Human Resource Development Division**

**Request for Expression of Interest for selection of Chief  
Information Technology Officer(CITO) in the rank of General Manager.**

The Chief Executive Officer, Sonali Bank PLC invites proposals for providing services as Chief Information Technology Officer (CITO) in the rank of General Manager with full executive power, responsibility and accountability of the Information Technology Division of the Bank from eligible Bangladeshi candidates who must have qualifications and experiences mentioned below:

**Education:**

যে কোন স্বীকৃত বিশ্ববিদ্যালয় হতে আবেদনকারীর কম্পিউটার বিজ্ঞান/প্রকৌশল, পদার্থ বিজ্ঞান, ফলিত পদার্থ বিজ্ঞান, গণিত, পরিসংখ্যান বা ইলেক্ট্রিক্যাল ও ইলেক্ট্রনিক ইঞ্জিনিয়ারিং (ইইই)-এ ন্যূনতম স্নাতক ডিগ্রীধারী অথবা আইসিটিতে ডিপ্লোমাসহ যে কোন বিষয়ে স্নাতকোত্তর ডিগ্রীধারী হতে হবে।

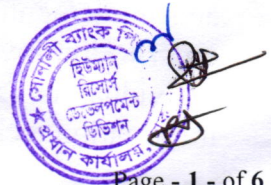
**Experience:**

- (১) তথ্য প্রযুক্তি খাতে কমপক্ষে ১২(বারো) বছরের অভিজ্ঞতা থাকতে হবে; তন্মধ্যে ব্যাংক বা আর্থিক প্রতিষ্ঠানে ০৫(পাঁচ) বছরের অভিজ্ঞতা থাকতে হবে। ব্যাংকিং-আইটি সম্পর্কিত কাজ যথাঃ আইটি পলিসি এন্ড প্লানিং, ফিন্যান্সিয়াল নেটওয়ার্ক এন্ড অ্যাপলিকেশন, ফিন্যান্সিয়াল ইনফরমেশন সিস্টেমস, সাইবার সিকিউরিটি টেকনোলোজি, পেমেন্ট টেকনোলোজি ইত্যাদি কাজের অভিজ্ঞতা থাকতে হবে।
- (২) ব্যাংকের CBS কিংবা এরকম গুরুত্বপূর্ণ সফটওয়্যার সফলভাবে তৈরিতে টেকনিক্যাল লীড এর অভিজ্ঞতাকে বিশেষভাবে অগ্রাধিকার দেয়া হবে।
- (৩) অনুমোদিত/নিবন্ধিত কোন কম্পিউটার সোসাইটির সদস্য/সহযোগী সদস্য হতে হবে।

Sonali Bank PLC is the largest commercial bank of the country, emerged as a limited company on 03.06.2007 by way of registering with the Registrar of the Joint Stock Companies & Firms in Dhaka.

The Bank has started computerizing its branches since 1989 using Stand Alone Banking Application Software. The Bank has a total of 1232 branches at home and abroad including 02(two) overseas branches at Kolkata and Siliguri in India. Besides the Bank has joint ventures and subsidiaries/sister concerns in the name of (a) Sonali Investment Limited (SIL), (b) Sonali Exchange Company Inc (SECI) USA. (c) Sonali Bangladesh (UK) Ltd, (d) Sonali Pay (UK) Ltd. and Sonali Intellect Limited as associate company.

Sonali Bank PLC has been using Information Technology (IT) extensively for its day to day business operations. A brief IT implementation status of the Bank is given below:



Sl. No.	Area/ Subject	Total Number
1	Total number of Home Branches:	1230
2	No. of CBS Branches:	1230
3	Total number of Employees:	18,257
4	In-house Application Software (46 +)	<p>A few are: -</p> <ul style="list-style-type: none"> <li>• Blaze Implementation</li> <li>• Sonali e-Wallet</li> <li>• Lawsuit Management system</li> <li>• Sonali Payment Gateway(SPG)</li> <li>• Sonali Payment System(SPS)</li> <li>• Remittance Processing System</li> <li>• BACH</li> <li>• BEFTN</li> <li>• Internal Clearing</li> <li>• SonaliCollateral Security</li> <li>• SonalieSheba</li> <li>• SERP</li> <li>• OMRS</li> <li>• HRMS</li> <li>• Govt. Transaction System</li> <li>• Reconciliation</li> <li>• Pension Management System</li> <li>• CIB</li> <li>• FCAC</li> <li>• RMS+</li> <li>• Sanchaypotra e-sheba</li> <li>• Sonali Banking Solutions</li> <li>• Microsoft Core CAL renewal</li> <li>• SMS service, etc.</li> </ul>
5	3rd Party Application Software	<ul style="list-style-type: none"> <li>• CBS – Sonali Intellect Limited</li> <li>• Ababil-(Islamic Window)</li> <li>• Card Management Software etc.</li> <li>• SWIFT</li> </ul>

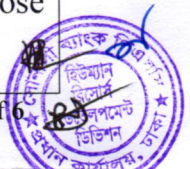
In order to expedite the process of computerization in the Bank, to explore new business opportunities by using state of art technology, to achieve sustainable business growth, survival in a competitive environment and for implementation of CBS in the Bank, the Authority desires to engage a CITO having sound IT, Banking and business knowledge. He/she will exercise executive power of a General Manager as may be delegated by the Board of Directors of the Bank.

The CITO's role is to provide vision and leadership for developing and implementing information technology initiatives. The CITO directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality and business development. This individual is responsible for all aspects of the organization's new and existing information technology and systems.

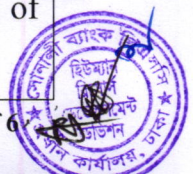


## KEY JOB RESPONSIBILITIES:

Responsibility
01. Provide guidance to the Bank's IT team for successful implementation of the IT related recommendations made by the Management.
02. Play leadership role in the bank to introduce best practices in the field of IT systems, networking and especially Online Real Time Banking (ORTB) system.
03. Lead/guide the Bank's IT team as well as the people working in the branches of the Bank in ongoing implementation of Core Banking Solution (CBS) including Alternative Delivery Channels like ATM, Mobile Banking, Agent Banking, POS, Internet Banking etc. in the Bank.
04. Provide leadership in creating awareness among Bank's officers/staffs about CBS through seminars, workshop, training etc.
05. Provide leadership in ongoing implementation of Core IT platform, managing existing systems and initiating changes that might be needed to conform to regulatory reporting requirements.
06. Evaluate user needs and system functionality and ensure that ICT facilities meet these needs and to ensure the smooth running of all ICT systems including anti-virus software, print services and email provision.
07. Help the Bank to implement IT strategy; create appropriate policies and practices for disaster management planning; develop policies and procedures for outsourcing develop Bank-wide MIS policy.
08. Provide visionary leadership in developing a sound management system for effective integration of the information systems.
09. Help the bank to develop the IT infrastructure of the Bank and to extend IT literacy among bank officers/staffs.
10. Conduct cost benefit analysis, taking into consideration associated risks and security aspects in selecting appropriate hardware, software and other ancillary for the Bank.
11. Collaborate with planning and coordinating process of the bank with information & communication technology services.
12. Analyze the adequacy of hardware, software and network equipment in the Bank's DC (Data Centre) and DRS (Disaster Recovery Site) and Review the readiness of DC and DRS for implementation of Centralized IT systems of the Bank.
13. Play key role in supporting the achievement of the business goals and to optimize the policies and procedures relating to IT operations: to diagnose potential area of IT risk/exposure.



14. Ensure effective data management and service and ensure statutory compliance of all IT services systems.
15. Advise to provide secured access to the Bank's network system for remote users administer thereof.
16. Maintain up-to-date knowledge in respect of relevant state-of-the-art technology, equipment and/or systems.
17. Introduce an efficient centralized MIS for the Bank.
18. Review the SLAs (Service Level Agreement) that were executed or waiting for execution with the different hardware & software vendors and to take appropriate step, so that CBS can operate round the clock smoothly.
19. Play key role in preparation of operational Manuals and implementation Manuals for the IT related policy/regulations (i.e. IT system Audit manual, IT security policy etc.) for the Bank.
20. Play a key role in developing Information Security/Information Systems Security best practices for the Bank and overseeing training of employees to follow information security policies and develop information security awareness.
21. Review IT policy and ICT security policy of the Bank and provide guidance and suggestion for updating the same.
22. Arrange Cyber Security Governance under supervision of Board of Directors.
23. Evaluate Cyber Security Risks. Make plan to encounter cyber or technical attack.
24. Carry out assessment of technological weakness and to prepare crisis management program.
25. Make plan to face risks that may arise from services of third party.
26. Take up awareness and training program on Cyber Security for all officers and staff of the Bank.
27. Take initiative for increasing awareness among Bank customer on online transaction.
28. Set up 24X7 active Information Security Operation Centre for monitoring Bank's on line systems round-the-clock.
29. Take initiative for Payment Card Industry Data Security Standard (PCI-DSS) certification.
30. Collect and preserve at least three months perimeters and core device log of server and mission critical servers.



<p>31. Comply with ICT Act of Bangladesh Government, Guidelines on Internal Control &amp; Compliance in Banks of Bangladesh Bank, the Internal Control &amp; Compliance Policy of Sonali Bank PLC, the Guideline on ICT Security for Banks and Non-Bank Financial Institutions of Bangladesh Bank, Information and Communication Technology (ICT) Policy of Sonali Bank PLC, related circulars issued time to time by Sonali Bank PLC and its regulatory authorities. In addition to that ensuring IT Audit &amp; Inspection works to be carried out consistently and efficiently and in accordance with ISO 27000 series, Supreme Audit Institution of Bangladesh (SAIB), International Organization of Supreme Audit Institution (ASOSAI), Information System Audit and Control Association (ISACA) and other recognized International standards and guidelines as and when required/applicable for future ICT operation risk and threat.</p>
<p>32. Conduct all activities related to formation and updating of ICT Audit &amp; Inspection policy, planning, manual, guidelines and directories of the Department.</p>
<p>33. Advise to conduct different types of audits on ICT related activities in all domestic and overseas branches and its sister concern companies according to the annual audit &amp; inspection plan (subject to the approval of the concerned authority)</p>
<p>34. Guide to conduct all kinds of audit/inspection/investigation and reporting, instructed/advised/demanded by the Bank's regulatory bodies, BoD/ACBoD/MANCOM/CEO on ICT related Fraud and Forgery/ Embezzlement/ Serious Irregularities/ Malpractice or measuring the magnitude of financial loss and risks in the concerned matter and place it before the higher authority</p>
<p>35. Prepare and present information/report/Board Memo on audit and inspection conducted by the Department following the order of higher authorities and execute activities upon checking the information/report and necessary steps to implement the decisions accordingly.</p>
<p>36. Provide necessary data/information/report of ICT audit and inspection to the Government/Semi-government/Autonomous bodies/Competent authorities as per their demand and interpret/reply/explain/recommend/opinions against their queries through proper channel.</p>
<p>37. Follow up audit findings to ensure that management has taken corrective action(s).</p>
<p>38. Advise general and application control reviews for simple to complex computer information systems and to manage crisis situations that may involve complex technical hardware or software problems.</p>
<p>39. Detect data integrity, secrecy and security from internal and external manipulation, attacks and threats.</p>
<p>40. Ensure &amp; advise proper maintenance and development of computerized audit software and users adherence to software licensing laws.</p>



41. Coordinate and interact with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to satisfy in court.
42. Advise to assist and impart training to other audit staffs in the use of computerized audit techniques and in developing methods for review and analysis of computerized information systems.
43. Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures etc
44. Play vital role and take proper steps to customize the CBS application as per Request for Proposal (RFP), RFP response and Product Fitment Document (PFD).
45. Collaborate with Division/Department Heads to enhance efficiencies within their areas through technological support.
46. Perform any other jobs as and when assigned by the competent authority(s).

The CITO will report & work in close consultation with the concerned Deputy Managing Director and Chief Executive Officer of the Bank.

**Tenure:** 03 (Three) years

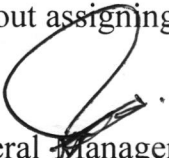
**Age Limit:**

Age within 45 to 60 years (As on 19/05/2024).

**Remuneration:** Negotiable.

Complete application must be submitted to the following address by **19/05/2024**. The application must have detailed curriculum vitae with a recent photograph, copies of all academic and experience certificates, permanent address, NID copy, contact addresses (mail address, e-mail, telephones), an appreciation of the assignment in one page and expected monthly remuneration. Only short listed candidates shall be contacted for interview.

Bank reserves the right to accept or reject any application or annul the process without assigning any reason.

  
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 Sonali Bank PLC,  
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