



# ZARAI TARAQIATI BANK LIMITED

## CAREER OPPORTUNITIES



ZTBL, a 'AAA' rated renowned specialized financial institution with a wide network of over 500 Branches all across the country is inviting applications from energetic and challenge-oriented professionals with proven track record and capacity to perform as a catalyst for transformation in a challenging environment. The individuals who fulfill the basic eligibility criteria may apply for the positions:

| Unit Head - Islamic Banking Operations<br>AVP/VP-I/VP (No. of Position-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Manager Islamic Banking Finance<br>AVP/VP-I/VP (No. of Position-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u><b>:- Eligibility/Ineligibility Criteria:-</b></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Minimum 08 years of professional experience in banking operations, Shariah compliance, or branch management.</li><li>• Preference will be given to candidates having strong understanding of SBP's Islamic Banking regulations, Shariah Governance Framework, Islamic financing products and documentation.</li></ul> <p><b>Qualification:</b></p> <ul style="list-style-type: none"><li>• Minimum Bachelor degree from HEC recognized Institute/University (National/ International).</li><li>• Candidates holding specialized qualifications such as AAOIFI (CIPA/CSAA) or NIBAF diplomas are encouraged to apply.</li></ul> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Oversee all functions related to the opening, relocation, and closure of Islamic Banking Branches and Windows, ensuring full alignment with Bank and SBP policies.</li><li>• Review observations from Compliance, Shariah Compliance, and Audit departments to formulate strategies and system-based controls that prevent recurrence.</li><li>• Provide technical and operational leadership to Regional and Branch Management to support the Bank's strategic growth plan.</li><li>• Act as the primary liaison between the Islamic Banking Group and other departments to ensure seamless operations across all branches and windows.</li><li>• Facilitate and monitor the end-to-end processing of Islamic financing facilities, ensuring strict adherence to Shariah-compliant financing structures and credit risk manuals.</li><li>• Collaborate with Regional Operations Managers (ROMs) to resolve daily operational affairs and branch-level challenges.</li><li>• Ability to integrate digital solutions and automation into banking operations</li><li>• Contribute to staff training and human resource development to meet the evolving requirements of Islamic banking.</li><li>• Any other task assigned by the Management</li></ul> | <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Minimum 08 years of professional experience in Finance or Accounts departments.</li><li>• Preference will be given to those having proficiency in Islamic banking finance, operations and pool management.</li></ul> <p><b>Qualification:</b></p> <ul style="list-style-type: none"><li>• Minimum Bachelor degree from HEC recognized Institute/University (National/ International).</li><li>• Preference will be given to candidates having professional qualification in Finance and Accounts i.e. MBA Finance, M.Com, ACCA, ACMA etc and familiarity with AAOIFI accounting standards.</li></ul> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Preparation of Islamic Banking financial statements through proper recording of accounting transactions. Preparation of management &amp; regulatory reports. Pool management and P&amp;L distribution</li><li>• Ensure proper accounting of assets, liabilities, income &amp; expenditure and monitoring of Islamic Banking statement affair, etc.</li><li>• Preparation of ZTBL-IBG periodical financial statements &amp; disclosures therein as per regulatory requirements.</li><li>• Management of funds transfer to &amp; from IB branches/ IB treasury. Dealing with all fixed assets related matters. Finalization and updating of Deposit and Financing profit rates.</li><li>• Daily Scrutiny of Islamic Banking Group affairs to address any anomaly, if found.</li><li>• Any other task assigned by the Management</li></ul> | <ul style="list-style-type: none"><li>➤ Maximum age limit for AVP/VP-I/VP <b>45-years</b> as on closing date to apply.</li><li>➤ Market competitive remuneration will be offered.</li><li>➤ ZTBL is an equal opportunity employer, females and PWDs are encouraged to apply.</li><li>➤ Only short-listed candidates will be called for interview. No TA/DA shall be admissible for interviews.</li><li>➤ Interested candidates may apply online through website: <a href="https://www.ztbl.com.pk/jobs">https://www.ztbl.com.pk/jobs</a> till <b>24-May- 2026</b>. Only online submission of application within due date will be accepted.</li><li>➤ The Bank reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.</li><li>➤ Applicant dismissed, removed or terminated by previous employer(s) on disciplinary grounds is not eligible to apply.</li><li>➤ Applicant convicted by any court of law is not eligible to apply.</li></ul> |

For any related query, please contact Head (Recruitment & Appointment), ZTBL, Head Office, Islamabad @ 051-9252724

