



ZTBL

# Zarai Taraqiyati Bank Ltd.

## CAREER OPPORTUNITY

We are a major public sector specialized financial institution based in Islamabad with a wide network of Branches all across the country. The management intends to induct energetic and challenge oriented individual for the following position on Regular basis under Bank's Staff Regulations (SR-2005):-

Sr. No.	Post Title	Qualification/Experience
01.	Assistant Vice President (Head Compliance Unit)	<p>Graduate / Post Graduate in Finance, Commerce, Business Administration or Economics from HEC recognized university having 8 years experience in the field of Compliance/Internal Control.</p> <p><b><u>Key Job Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Verify/review branch operations for ensuring adherence to regulatory instructions issued from time to time.</li><li>• Review the exception reports to be submitted by Compliance Officer &amp; forward to Head Compliance &amp; Internal Control.</li><li>• Must have excellent knowledge of financial analysis, credit risk and SBP Rules &amp; Regulations.</li><li>• Review transactions in customer account for identification of suspicious transactions if any and report such transactions to Head Compliance and Internal Control for review &amp; reporting to Regulatory Authorities.</li><li>• Pursue the compliance Officers for early settlement of exceptions to be raised by them.</li><li>• Periodical visit of the branches for ensuring authenticity of the reports to be submitted by Compliance Officers &amp; discussion with concerned Zonal Chiefs.</li><li>• Well versed with the Road map / milestones of Internal Control under COSO Framework.</li><li>• Service oriented, extremely positive attitude, tolerant, courteous and good in communication skills.</li><li>• Good command on MS Word/Excel.</li></ul> <p>Age Limit: 40 Years Maximum.</p>
	Position vacant at	<p>D.G Khan, Muzaffargarh, R.Y Khan, Multan, Vehari, Bahawalpur &amp; Bahawalnagar.</p> <p>(Candidates residing or having domicile of above location are only eligible to apply).</p>



02.	Officer Grade-II (Compliance Officer)	<p>Graduate / Post Graduate in Finance, Commerce, Business Administration or Economics from HEC recognized university having 03 years experience in the field of Compliance/Internal Control.</p> <p><b><u>Key Job Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Check the branches in the light of annual compliance plan &amp; ascertain that the bank's operations are in line with SBP's Rules &amp; Regulations, BCO, 1962, Bank's own policies/Manuals etc.</li> <li>• Pursue the branches for early rectification of irregularities.</li> <li>• Immediate report to Unit Head Compliance-Head Office if any unusual activities happen in the branch.</li> <li>• Capability to perform different stages of Internal Control under COSO Framework.</li> <li>• Must have excellent knowledge of financial analysis, credit risk and SBP rules &amp; regulations.</li> <li>• Service oriented, extremely positive attitude, tolerant, courteous and good in communication skills.</li> <li>• Good command on MS Word/Excel.</li> </ul> <p>Maximum Age Limit: 35 Years.</p>
	Position vacant at	<p>DG Khan, Muzaffargarh, R.Y Khan, Multan, Vehari, Bahawalpur &amp; Bahawalnagar.</p> <p>(Candidates residing or having domicile of above location are only eligible to apply).</p>

- We offer competitive remuneration package geared towards attracting best talent in the market.
- Applicants should have minimum 2.5 CGPA out of 4 or equivalent OR minimum 60% marks in degree on the basis of which application is being submitted.
- Dual Nationality holders are not eligible to apply.
- Only short-listed candidates will be called for interview.
- No TA/DA will be admissible for interview.
- Interested candidates may apply online through website: [www.ztbl.com.pk](http://www.ztbl.com.pk).
- Advertisement Date: 30<sup>th</sup> September, 2018.
- Closing Date of Advertisement: 19<sup>th</sup> October, 2018.