



# Zarai Taraqati Bank Ltd.

## CAREER OPPORTUNITY

We are a major public sector specialized financial institution with a wide network of Branches across the country. The management intends to induct energetic and challenge oriented individuals for following positions for its Central Processing Unit (Operations Division) based at Head Office, Islamabad on Permanent basis:-

Sr. No.	Post Title	No. of Posts	Qualification/Experience
01.	Assistant Vice President (Head Central Processing Unit - Accounts Opening & Amendments)	01	<ul style="list-style-type: none"> <li>• Graduate/Post Graduate Degree in Business Administration, Finance, Banking, Statistics, Mathematics, Economics, Commerce, ACCAs or any equivalent relevant degree from HEC recognized university.</li> <li>• Minimum 08 years working experience in any Bank/DFI/FI out of which at least 05 years exclusively in CPU for Account Opening &amp; Amendments etc.</li> </ul> <p><b><u>Job Responsibilities/Key Skills/;</u></b></p> <ul style="list-style-type: none"> <li>• Ensure opening, amendments, closing &amp; scrutiny of customer's account in system with agreed timelines.</li> <li>• Responsible for establishment, managing, supervising of centralized account opening unit.</li> <li>• Minimize the risk associated with account opening by providing guidance to the CPU Team on the day to day operational issues.</li> <li>• Conduct CPU Operations in accordance with CPU's SOPs, Bank rules and regulations and SBP prudential regulations.</li> <li>• Close coordination with compliance unit of the bank to ensure KYC/AML and CFT requirements are fulfilled.</li> <li>• To ensure record keeping of documentary evidences or audit trials for all activities for later audit purpose.</li> <li>• Arrange clarifications and resolve the disputes with branches and line management arising out of day to day CPU operations.</li> <li>• Impart CPU training/conduct training workshops for branches to be added to CPU portal.</li> <li>• Proficient in preparation of SLA, Policies and process Manuals for the smooth functioning in accordance with Bank Policies.</li> </ul>

			<ul style="list-style-type: none"> <li>Well versed with SBP/SECP regulations on the subject and other relevant information.</li> <li>Service oriented, extremely positive attitude, tolerant, courteous and ability to communicated effectively in both oral &amp; written form.</li> <li>Takes on “special projects” as directed by competent authority.</li> </ul>
02.	Officer Grade-II (Scrutiny Officer, Central Processing Unit- Accounts Opening & Amendments)	01	<ul style="list-style-type: none"> <li>Graduate/Post Graduate Degree in Business Administration, Finance, Banking, Statistics, Mathematics, Economics, Commerce, ACCAs or any equivalent relevant degree from HEC recognized university.</li> <li>Minimum 03 years working experience in any Bank/DFI/FI out of which at least 01 year exclusively in CPU for Account Opening &amp; Amendments etc.</li> </ul> <p><b><u>Job Responsibilities/Key Skills:</u></b></p> <ul style="list-style-type: none"> <li>Scrutiny &amp; elimination of irregularities in Account Opening Documentation (all categories i.e. Individuals / Entities including Trust / Club / Proprietorship/ Partnership &amp; Limited Companies A/Cs.</li> <li>Checking of Account Opening Forms in terms of AML &amp; CFT Guidelines and Policies.</li> <li>Arrange clarifications and resolve the disputes with branches and line management arising out of day to day CPU operations.</li> <li>Awareness of FI’s role in ML / TF risk assessment in context with AML / CFT regulations, covering geographical &amp; delivery channels.</li> <li>Well versed with Regulatory guidelines in specification to Housewife, PEPs, NGOs, NPOs &amp; Charity Accounts, dormant etc.</li> <li>Knowledge of FATCA &amp; CRS regulations.</li> <li>Sound analytical skills and takes on “special projects” as directed by competent authority.</li> </ul>
3	Officer Grade-II (Exceptions Processing Officer, Central Processing Unit- Accounts Opening & Amendments)	01	<ul style="list-style-type: none"> <li>Graduate/Post Graduate Degree in Business Administration, Finance, Banking, Statistics, Mathematics, Economics, Commerce, ACCAs or any equivalent relevant degree from HEC recognized university.</li> <li>Minimum 03 years working experience in any Bank/DFI/FI out of which at least 01 year exclusively in CPU for Account Opening &amp; Amendments etc.</li> </ul> <p><b><u>Job Responsibilities/Key Skills:</u></b></p> <ul style="list-style-type: none"> <li>Process opening, amendments and closing of</li> </ul>

		<p>customers' Accounts in system within agreed timeliness by ensuring quality controls.</p> <ul style="list-style-type: none"> <li>• Close coordination with Branches on account of executing the Account Maintenance related activities in a timely manner.</li> <li>• Conduct CPU Operations in accordance with CPU's SOPs, Bank rules and regulations and SBP prudential regulations</li> <li>• Generation of all relevant reports from the system on a daily basis</li> <li>• To ensure record keeping of documentary evidences or audit trails for all activities for later audit purpose.</li> <li>• Minimize the risk associated with account opening by providing guidance to the CPU Team on the day to day operational issues.</li> <li>• Close coordination with compliance unit of the bank to ensure KYC/AML and CFT requirements are fulfilled.</li> <li>• Well versed with Computer Literacy MS Office (Word/Excel/Power Point).</li> <li>• Sound analytical skills and takes on "special projects" as directed by competent authority.</li> </ul>
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- We Offer competitive remuneration package geared towards attracting best talent in the market.
- Applicants should have minimum 2.5 GPA out of 4 OR minimum 60% marks in degree on the basis of which application is being submitted.
- Dual nationality holders are not eligible to apply for the post.
- Interested candidates may apply online through website: [www.ztbl.com.pk](http://www.ztbl.com.pk) within 15 days of publication of this advertisement.
- No TA/DA will be admissible for interviews.
- Advertisement Date: 17.05.2020
- Closing Date of Advertisement: 31.05.2020

**Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.**