



Zarai Taraqiati Bank Ltd.

CAREER OPPORTUNITIES

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 positions based at Head Office, Islamabad on regular basis under Bank's Staff Regulations (SR-2005):-

Sr. No.	Post Title / Place	Qualifications/Experience
01.	Assistant Vice President (Home Remittances)	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Graduate/Post Graduate Degree in Business Administration, Banking, Finance, Economics, Commerce, Marketing, ACCA or any equivalent relevant degree from HEC recognized university. <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum eight (08) years working experience in any Bank/DFI/FIs, out of which at least 05 years exclusively in the field of Home Remittances Operations. <p><u>Major Responsibilities:</u></p> <ul style="list-style-type: none"> - <u>Marketing / Business:</u> <ul style="list-style-type: none"> - Establishing relations with new Tie-ups, and co-ordination with existing business partners. - Timely provide responses/feedback to the partners and resolve the complaint on priority basis. - Liaison with Customers / Branches/ Other Department/Other Banks / Exchange Companies and SBP. - <u>Operations:</u> <ul style="list-style-type: none"> - Handle the Home Remittance Operations and Reconciliations. - Development of an effective mechanism to manage and control the field operations through regular branches follow-ups. - Identification of the gaps in operational areas to improve overall Home Remittance operations procedures. - Implementation / Compliance with all rules / regulations of SBP / Bank in the department and field operations. - Implementation of quality assurance standards in the processes. - Assist subordinates and field staff in the transactions and processes. - Timely submission of internal and external reports and data. - Effective team building, coaching and leadership. - Maintaining complaint free behavior consistently. - Custodian of departmental file/record etc. - Follow-up with SBP/Business Partners for claim, approvals and other related matters. - Interaction with Internal Teams (Business/ IT/ Finance etc.) for any development/enhancement in system and the processes. - Ensure AML/CFT and Compliance requirements local and international both. - Assist & provide record to internal/external and SBP Auditors as & when required. - Any other responsibility assigned by the superiors.

Sr. No.	Post Title / Place	Qualifications/Experience
	<p>Officer Grade I (Home Remittances)</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Graduate/Post Graduate Degree in Business Administration, Banking, Finance, Economics, Commerce, Marketing, ACCA or any equivalent relevant degree from HEC recognized university. <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum five (05) years working experience in any Bank/DFI/FIs, out of which at least 03 years exclusively in the field of Home Remittances Operations. <p><u>Major Responsibilities:</u></p> <ul style="list-style-type: none"> • <u>Marketing / Business:</u> <ul style="list-style-type: none"> - Increase the existing business by implementing the new ideas and strategies. - Effective business partners and internal and external customer care. - Implement the marketing plans in achieving the targets. • <u>Operations:</u> <ul style="list-style-type: none"> - Assist the field staff and process the transactions related to Home Remittances in compliance with the regulation and AML/CFT measures. - Reconciliation of GLs and accounts related to Home Remittances. - Close coordination with Branches for documentation completion in respect of Home Remittances. - Handling and record keeping of file, folders and circulars. - Maintenance and updation of the daily, weekly and monthly reports in respect of Home Remittances. - Positive internal audit rating with low incidents of audit objections. - Adherence to ZTBL policies and procedures - Ensure thoroughly checking and filing of all related system generated reports with 100% accuracy. - Implementation / Compliance with all rules / regulations of SBP / Bank in the department and field operations. - Timely submission of internal and external reports and data. - Maintaining complaint free behavior consistently. - Ensure AML/CFT and Compliance requirements local and international both. - Any other responsibility assigned by the superiors.
Sr. No.	Post Title / Place	Qualifications/Experience
	<p>Officer Grade II (Home Remittances)</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Graduate/Post Graduate Degree in Business Administration, Banking, Finance, Economics, Commerce, Marketing, ACCA or any equivalent relevant degree from HEC recognized university. <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum three (03) years experience in any Bank/DFI/FIs, out of which at least 01 year exclusively in the field of Home Remittances Operations.

		<p><u>Major Responsibilities:</u></p> <ul style="list-style-type: none"> • <u>Marketing / Business:</u> <ul style="list-style-type: none"> - Effective business partners and internal and external customer care. - Implement the marketing plans in achieving the targets. • <u>Operations:</u> <ul style="list-style-type: none"> - Assist the field staff related to system related matters and process the transactions of Home Remittances in compliance with the regulation and AML/CFT measures. - Reconciliation of GLs and accounts related to Home Remittances. - Close coordination with Branches for documentation completion in respect of Home Remittances. - Handling and record keeping of file, folders and circulars. - Maintenance and updation of the daily, weekly and monthly reports in respect of Home Remittances. - Adherence to ZTBL policies and procedures - Maintaining complaint free behavior consistently. - Ensure AML/CFT and Compliance requirements local and international both. - Any other responsibility assigned by the superiors.
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- We offer competitive remuneration package geared towards attracting best talent in the market.
- Applicants should have minimum **2.5 CGPA** or minimum **60% marks** in degree on the basis of which applying for.
- Experience may be relaxed in case of exceptional professional competencies and suitability of candidates for the institution.
- Dual nationality holders are not eligible to apply for the post.
- Only short-listed candidates will be called for interview.
- Interested candidates may apply online through website: www.ztbl.com.pk within 15 days of publication of this advertisement.
- No TA/DA will be admissible for interviews.
- Advertisement Date: 03.05.2020
- Closing Date of Advertisement: 17.05.2020

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.