

CAREER OPPORTUNITY

ZTBL, a renowned specialized financial institution with a wide network of 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 below-mentioned basic eligibility criteria may apply for the following position:

Position:	Officer (Centralized Dispatch)	No. Of Positions: 01	Level	OG-II
Basic Eligibility Criteria:				
Academic / Professional Qualification:	Graduate (16-years of education)/Post-Graduate degree in Business Administration, Commerce, Economics, Statistics, Mathematics and Agricultural from HEC recognized university.			
Experience:	<ul style="list-style-type: none">• Minimum 3 years' post qualification experience in Banks/Specialized Financial Institution. Preference will be given to applicants working/worked in CPU Operations/ processing of Account opening & maintenance related activities.• Minimum 03 years' service as OG-III or equivalent level			
Other Skills/ Expertise/ Knowledge Required:	<ul style="list-style-type: none">• Having a logical and analytical approach to problem-solving;• Strong written and verbal communication skills			
Outline of Main Duties / Job Responsibilities:				
<ul style="list-style-type: none">• Scrutinize branch wise Account Opening Documentation and process requests for opening, amendments & closing of customer's accounts in system within agreed timeliness to ensure that all EDD/CDD/KYC/AML/CFT/CPF requirements are fulfilled, while opening of accounts.• Minimize the risk associated with account opening by providing guidance to the branches on the day to day operational issues.• To perform the duties as per CPU operations in accordance with CPU's SOPs, Bank Rules and regulations and SBP prudential regulations.• To print Letter of Thanks of opened accounts and make arrangement for their dispatch to concerned zones/branches in a timely manner.• Arrange Clarifications and resolve the disputes with branches and line management arising out of day to day CPU operations.• Any other responsibility assigned by the line Manager.				
Eligibility	<ul style="list-style-type: none">• We Offer competitive remuneration package geared towards attracting best talent in the market.• Applicant having less than 45% marks (in conventional System) or CGPA less than 1.4/4.0 or 2.4/5.0 or equivalent in degree on the basis of which application is being submitted or not eligible to apply.• 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: https://ztbl.rozee.pk and https://www.ztbl.com.pk/jobs			
Employment Type:	Regular			
Age Limit:	32 Years Maximum (as on closing date to apply)			
<ul style="list-style-type: none">• Advertisement Date: 25-June-2023• Closing Date of Advertisement: 16-July-2023				
Note: Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.				

ZTBL is an equal opportunity employer - Women are encouraged to apply.

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.