

## 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:

<b>Position:</b>	<b>Head PMO &amp; Governance</b>	No. Of Positions: <b>01</b>	<b>Level</b>	<b>SVP/EVP</b>
<b>Basic Eligibility Criteria:</b>				
<b>Academic / Professional Qualification:</b>	<ul style="list-style-type: none"> <li>The candidate must have minimum Bachelor Degree in Business Administration /IT/Computer Sciences duly recognized by HEC.</li> </ul>			
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Minimum 12 years post qualification experience in Banks/FIs.</li> <li>Minimum 8 years' relevant experience on comparable positions</li> </ul>			
<b>Other Skills/ Expertise/ Knowledge Required:</b>	<ul style="list-style-type: none"> <li>Strong knowledge of project management methodologies, tools, and best practices.</li> <li>Proven experience in program management, preferably within the logistics, supply chain, or transportation industry.</li> <li>Experience in driving continuous improvement and leading change initiatives.</li> <li>Strong analytical and problem-solving skills, with the ability to make data-driven decisions.</li> </ul>			
<b>Outline of Main Duties / Job Responsibilities:</b>				
<ul style="list-style-type: none"> <li>Establish and operationalize the Project Management Office function, defining its purpose, structure, and operating procedures.</li> <li>Develop and implement project management methodologies, tools, and templates to standardize project practices and ensure consistent project execution.</li> <li>Define and implement project governance frameworks and standards to ensure projects are aligned with organizational objectives and stakeholder expectations.</li> <li>Establish project governance bodies, such as steering committees, and facilitate their effective operation, including setting agendas, documenting decisions, and managing project escalations.</li> <li>Develop and maintain project governance documentation, including charters, policies, procedures, and reporting templates.</li> <li>Oversee the management of the project portfolio, ensuring alignment with organizational priorities and resource availability.</li> <li>Develop and maintain project dashboards and reports to communicate project status, risks, and issues to stakeholders and senior management.</li> <li>Promote a proactive risk and issue management culture, encouraging project teams to identify and manage risks throughout the project lifecycle.</li> <li>Establish effective stakeholder management practices, ensuring stakeholders are engaged, informed, and aligned with project goals and outcomes</li> <li>Develop and implement project communication plans, including regular updates, status reports, and stakeholder presentations.</li> <li>Drive continuous improvement initiatives, such as process optimization, automation, and adoption of agile methodologies.</li> <li>Define and implement QA processes and procedures to ensure high-quality project deliverables.</li> <li>Develop and implement governance frameworks to ensure compliance with internal policies, regulatory requirements, and industry standards.</li> <li>Establish and chair project governance boards, ensuring appropriate representation and decision-making authority.</li> </ul>				
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Applicant must have at-least second division (i.e. 45% marks or equivalent CGPA of 1.4/4.0 or 2.4/5.0) in degree on basis of which he is applying or eligible.</li> <li>Applicants relieved under any Golden Hand Shake Scheme/ Voluntary Separation Scheme (by whatever name) from Public Sector Organization for a period of five years are not eligible to apply.</li> <li>Applicants retired from any service under any Government (i.e. Federal or Provincial) or from any organization, body, authority or establishment owned or controlled by any Government or in which any Government has controlling share or interest are not eligible to apply.</li> <li>It is the requirement of the Bank that applicant should possess HEC verified degrees as well as previous experience certificates (in original) at the time of interview.</li> <li>Age of the candidate shall not be more than 55 years as on deadline for submission of application.</li> <li>Interested candidates may apply online through website: <a href="http://jobs.hrs-int.com/">http://jobs.hrs-int.com/</a> and <a href="https://www.ztbl.com.pk/jobs">https://www.ztbl.com.pk/jobs</a></li> </ul>			
<b>Employment Type:</b>	The position will be contractual for an initial period of 3 years with option of further extension on satisfactory performance. Market Competitive remuneration will be offered.			
<ul style="list-style-type: none"> <li>Advertisement Date: 25-June-2023</li> <li>Closing Date of Advertisement: 16-July-2023</li> </ul>				
<b>Note:</b> 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.**