

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 Processing Department)	No. Of Positions: 02	Level	OG-II/OG-I
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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.
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Experience:	<ul style="list-style-type: none">• Minimum 5-years post qualification Experience for the position of OG-I and 3-years' post qualification experience for the position of OG-II 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 for the position of OG-II• Minimum 03-years' service as OG-II or equivalent level out of total 5-years for the position of OG-I.
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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
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Outline of Main Duties / Job Responsibilities:

- 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.
- 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
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Employment Type:	Regular
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Age Limit:	<ul style="list-style-type: none">• For OG-I 35 Years Maximum (as on closing date to apply)• For OG-II 32 Years Maximum (as on closing date to apply)
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- 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.