

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 (Home Remittance)	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.
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 as Operations officer in a similar position.Minimum 03 years' service as OG-III or equivalent level for the position of OG-IIMinimum 03-years' service as OG-II or equivalent level out of total 5-years for the position of OG-I.
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 skillsKnowledge of Home Remittance (PRI), banking rules and regulations.

Outline of Main Duties / Job Responsibilities:

- Effectively care of Business Partners and implement business & Marketing plans to sustainable grow of Home Remittance Business volume.
- Increase the existing business by implementing the new ideas and strategies and follow-up with the branches in achieving the targets.
- Effective business partners and internal and external customer care and implement the marketing plans in achieving the targets.
- Onboarding the new MTOs to increase the business and effective communication with the existing and the potential partners.
- Implement the marketing and business strategies and track record.
- Perform mystery shopping and submit report to the line manager.
- Maintaining complaint free behavior consistently.
- Follow-up with SBP/Business Partners for claim, approvals and other related matters.
- Perform quality assurance of the services and get feedback from the customers.
- Maintenance and update the daily, weekly and monthly reports in respect of Home Remittances.
- Ensure thoroughly checking and filing of all related system generated reports with 100% accuracy.
- 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.
- Implementation / Compliance with all rules / regulations of SBP / Bank in the department and field operations.
- Ensure AML/CFT and Compliance requirements local and international both.
- 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.