

ZARAI TARAQIATI BANK LIMITED

CAREER OPPORTUNITIES



ZTBL, a 'AAA' rated renowned specialized financial institution with a wide network of over 500 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 regular positions for Treasury back office, Karachi:



Position	Outline of Main Duties/ Job Responsibilities
<p>AVP (Assistant Manager - Money Market Settlement) No. of position: 1</p> <p>Experience: Minimum 8 years post qualification experience of working in Financial Institutions with 6 years exclusively in Treasury settlement.</p> <p>Qualification: Bachelor's degree from HEC recognized University or equivalent HEC recognized qualifications.</p> <p>Age Limit: Upto 50 years (as on closing date to apply)</p>	<p>The position reports directly to head of settlement and is responsible for:</p> <ul style="list-style-type: none">• Settlement and Accounting of Treasury money market deals.• Handling RTGS and Raast system activity under four eye principal.• Responsible for blotter management and its reconciliation with Treasury front office.• Responsible for bank accounts reconciliation, and management of Vouchers, Advices, Deals, Cheques of SBP and other Banks.• Responsible for DAP, MMCRS and other reporting.• Supervising NIFT Clearing and coordination with Head Office Clearing Branch.• Monitoring investment position, outstanding call borrowing and lending and placement position on regular basis.• Any other work assigned time to time. <p>Others Skills/Expertise</p> <ul style="list-style-type: none">• Skills of M.S. Office and English Writing skill.• Excellent communication, analytical, interpersonal, adaptability and teamwork skills.
<p>Officer Grade-II (Money Market Settlement) No. of position: 1</p> <p>Experience: Minimum 3 years post qualification experience of financial transaction settlement.</p> <p>Qualification: Bachelor's degree from HEC recognized University or equivalent HEC recognized qualifications.</p> <p>Age Limit: Upto 35 years (as on closing date to apply)</p>	<p>The position reports to Assistant Manager Settlement and is responsible for:</p> <ul style="list-style-type: none">• Settlement and Accounting of Treasury money market deals.• Handling RTGS and Raast system activity.• Responsible for blotter management and its reconciliation.• Responsible for bank accounts reconciliation, voucher and advice management Vouchers, Advices, Deals, Cheques of SBP and other Banks.• Regulatory and other reporting.• Any other work assigned time to time. <p>Others Skills/Expertise</p> <ul style="list-style-type: none">• Understanding of Banking and Finance along with Treasury knowledge.• M.S. Office and English Writing skills.• Interpersonal, adaptability and teamwork skills.

HOW TO APPLY

- Interested candidates may apply online through website: <https://ztbl.rozee.pk> & <https://www.ztbl.com.pk/jobs> till **24th December 2023**.
- Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.
- We Offer competitive remuneration package geared towards attracting best talent in the market.
- Dual nationality holders are not eligible to apply for the post.
- Only short-listed candidates will be called for interview.
- We are an equal opportunity employer. Females are encouraged to apply.

For any related query, please call at UAN Number: 0800-76933 or email: support@rozee.pk

