



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 basic eligibility criteria may apply for the contractual positions, which are based at ZTBL, Head Office, Islamabad.

### Divisional Head Operations (SVP/EVP)

**Experience:** Minimum 12-years Post Qualification Experience. Preference will be given to candidate having experience in Banking Sector.  
**Qualification:**  
 Bachelor Degree. Preference will be given to candidate having relevant Master's Degree/ Professional Qualification.

#### Job Responsibilities

- To lead and upgrade the Bank's operations to ensure operational efficiency and effectiveness.
- Develop and implement operations strategy to help define and accomplish short-term and long-term objectives.
- Ensure smooth operations of the entire branch network efficiently & effectively in accordance with prevailing industry practices through risk avert processes and procedures and with embedded better internal controls.
- Ensure the operational standards are updated and in-line with the regulatory guidelines and implementation best practices to ensure that customers are provided with best banking products and services.
- Responsible for developing the operations strategy in-line with the bank's business plan and ensuring an effective and efficient operating model for the bank.
- Aligning the Bank's operational activities to support business, its continuity, contingency planning.
- Enhance overall operations efficiency of banking operations and to ensure everyday business operations run uninterrupted and are in-line with bank's business objectives.
- Ensure adherence to all internal and external regulatory guidelines. Fulfill all SBP and internal reporting requirements in a timely and accurate manner.
- Any other task assigned by the management.

### Divisional Head Finance/Accounts (SVP/EVP)

**Experience:** Minimum 12-years Post Qualification Experience. Preference will be given to candidate having experience in Banking Sector.  
**Qualification:**  
 Chartered Accountant (C.A).

#### Job Responsibilities

- Supervise preparation of financial statements/reporting.
- Ensure maintenance of adequate liquidity in accordance with their requirements.
- Supervise preparation of annual budget and submission of budget proposals to the Board of Directors for approval and intimation of Budget allocation to all concerned offices and Monitoring of Budget and variance analysis.
- Supervise/Preparation of financial analysis for management decision making.
- Handling of tax matters.
- Supervise/determine and maintain CRR and SLR requirements of SBP in accordance with prevailing regulations.
- Supervise/oversee functions performed by all Departments of Finance Division and Settlement Unit Treasury.
- Any other task assigned by the management.

### Head (People Services) (SVP/EVP)

**Experience:** Minimum 12 years Post-Qualification experience in banking sector.  
**Qualification:**  
 Bachelor Degree. Preference will be given to candidate having relevant Master's Degree/ Professional Qualification.

#### Job Responsibilities

- Maintain Bank-Employee healthy relationship and effective processing of employee's advances.
- Arrange for framing of charge-sheets, nominations of inquiry officers/ Inquiry committee with the approval of the authority.
- Completion of Codal formalities and arrange legal vetting prior to disbursement of advances to employees.
- Arrange Pre-payment verification and post audit of disbursed advance to employees.
- Mortgaging and mutation/lien marking of property in Bank's favor in respect of advances extended to employees for house building.
- Arrange submission of formal inquiry report to the authority for issuance of the Show-cause notices to the accused employees, personal hearing and decisions thereof.
- Taking prompt and judicious decision in disciplinary cases by ensuring an environment for accountability of employees.
- Maintain database of fraud & forgery cases and ensure the accuracy of figures on Fraud & Forgery report to SBP.
- Arrange Personal Hearing of accused and finalization of the cases.
- Dealing with Government Agencies including National Industrial Relations Commission (NIRC), Labor Office etc. in respect of Staff union and Officer Association.
- Any other task assigned by the management.

### Head of Business Intelligence and Financial Control (VP/SVP)

**Experience:** Minimum 10 years Post-Qualification experience in banking sector.  
**Qualification:**  
 ACMA/ACCA/CA Finalist.

#### Job Responsibilities

- Responsible for the implementation of functional side of Business Intelligence Systems/ Portals and Big Data in coordination with the Divisions of the Bank.
- Responsible for BI Projects Planning and keep them aligned with Bank's Business Strategic and Operation Plans.
- Develop and implement a comprehensive business intelligence strategy to support data-driven decision-making processes.
- Provide financial insights and recommendations for business growth.
- Lead the Business function as a Business Financial Controller while ensuring compliance with policies and regulatory requirements.
- Collaborate with cross-functional teams to gather and analyze business data, providing insights to support strategic initiatives.
- Stay abreast of Industry trends, regulatory changes, and best practices in business intelligence and financial management.
- Review Monthly Reports of Assets, Liabilities, accounts, ATM Cards, Income & other KPIs for the purpose of Business Valuation & Planning.
- Any other task assigned by the management.

### Eligibility / Ineligibility Criteria

- The applicant must possess excellent communication, analytical, interpersonal, adaptability and teamwork skills.
- Applicant should have HEC verified degree(s) as well as previous experience(s) certificates (in original) at the time of interview.
- Maximum age upto **60-years** as on closing date to apply.
- 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.
- Applicant dismissed, discharged, compulsorily retired, removed or otherwise terminated by previous employers on disciplinary grounds are not eligible to apply.
- Applicant convicted by any court of law are not eligible to apply.
- 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.
- The above positions will be contractual for an initial period of 5 years (extendable subject to performance). Market Competitive remuneration will be offered.
- Interested candidates may apply online through website: <https://www.ztbl.com.pk/jobs>, till **05<sup>th</sup> May, 2024**.