



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 positions, which are based at ZTBL, Head Office, Islamabad.

Shariah Scholar - AVP (No. of Position-1)	Pool Manager - AVP (No. of Position-1)	Unit Head IT-Support - AVP (No. of Position-1)	Civil Engineer - AVP - B.Sc. Civil (No. of Position-1)
<p>Experience:</p> <ul style="list-style-type: none"> The Shari'ah scholar members with overall Eight (8) years post-qualification experience either in Teaching/ Research & Development in the field of Islamic Finance or Fiqh ul Muama'alat. Preference will be given to those who have certificate in Takhasus fil Fiqh/Takhasus fil Ifta. The period of Takhasus fil Ifta shall also be counted in the experience. Adequate understanding of Fiqh ul Muama'alat and Shariah related issues. Strong understanding of Islamic jurisprudence (Usul al-Fiqh), and Fiqh methodologies for deriving juristic opinion. <p>Qualification:</p> <p>Shahadat ul Aalamiyyah Degree (Dars e Nizami) from any recognized Board of Madaris with minimum 70% marks and Bachelor's Degree with a minimum of 2nd Class. OR</p> <p>Post Graduate Degree in Kuliyyatush Shari'ah or Kuliyyah Usooluddin, L.L.M. (Shari'ah) with a minimum GPA of 3.0 or equivalent from any recognized University.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> Review all the products proposals and related agreements, contracts, manuals, process flows, checklists and forward to Shari'ah Board. Research and analysis on Shari'ah issues under the guidance of the SB. Prepare responses to Shari'ah related queries of the bank's clients regarding bank's products and services after discussion with relevant stakeholders and submit the same to RSBM for his advice / review / confirmation. Ensure compliance / rectifications of the comments / corrective actions directed by Shari'ah Board/RSBM over Shari'ah Compliance Review Reports and SBP's Shari'ah Compliance Inspection Reports. 	<p>Experience:</p> <p>Minimum 8 years post qualification experience in Islamic Banking sector. Preference would be given to candidates having experience in Islamic Banking Pool Management and Accounts Handling.</p> <p>Qualification:</p> <p>ACMA/ACCA/MBA-Finance/M. Com/B. Com or any equivalent relevant degree from HEC recognized University.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> Manage deposit and treasury pools as per SBP guidelines Strong understanding of books of accounts and their balancing. Computation and distribution of profit and loss to the depositors. Tagging and movement of financing/investment assets. Creation of special pools. Allocation of income and expenses etc. Any other official assignment assigned by the management 	<p>Experience:</p> <p>Minimum 8-years post qualification experience in relevant field. Out of which 02 years' Experience of Banking will be given Preference.</p> <p>Qualification:</p> <p>Bachelor's degree from HEC recognized University.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> Lead and manage the HO User Support Unit, including staffing, training, and performance management. Ensure the availability of user support services during HO operating hours. Provide technical assistance and troubleshooting support to HO staff for hardware, software, and network related issues. Coordinate with other IT teams and vendors for prompt resolution of complex technical issues. Identify and analyze user support trends and patterns to proactively address common issues. Develop and maintain user support documentation, knowledge base, and FAQs. Conduct user training sessions and workshops to enhance staff's technical skills. Collaborate with IT teams to test and deploy new software applications or updates. Monitor and report on user support metrics, including response time, resolution time, and customer Satisfaction. Continuously review and improve user support processes and procedures. Stay updated with emerging technologies and industry trends related to user support. 	<p>Experience:</p> <p>Minimum Eight (08) years' post-qualification experience of Building Construction/ Repair & Maintenance related works from any public/private organization. Preference will be given to candidate having experience of Public Sector.</p> <p>Qualification:</p> <p>Bachelor Degree in Civil Engineering duly recognized by HEC and registered with Pakistan Engineering Council (PEC).</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> Building Construction/ Repair & Maintenance related works from any public/private organization, Site supervision, Tendering & Bidding process, Preparation of Bill of Quantities (BOQ)/Proposal, Report writing & billing. Site supervision, Tendering & Bidding process, Preparation of Bill of Quantities (BOQ)/Proposal, Report writing & billing etc. Knowledge of FIDIC/PPRA desirable. Any other work assigned time to time. <p>Others Skills/Expertise</p> <ul style="list-style-type: none"> MS Office Applications AUTO CAD Structure drawing software (desirable).
<p>Civil Engineer – OG-II - DAE Civil (No. of Position-1)</p>		<p>-: Eligibility/ Ineligibility Criteria: -</p>	
<p>Experience:</p> <p>Minimum 03 years diversified post-qualification experience of Building Construction/ Repair & Maintenance related works from any public/private organization.</p> <p>Qualification:</p> <p>Diploma of Associate Engineering (Civil) from recognized /reputable institution approved from Technical Board.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> Building Construction supervision, site supervision, preparation and scrutiny of IPCs, measurement sheets, Repair & Maintenance related works. Any other work assigned time to time. <p>Others Skills/Expertise</p> <ul style="list-style-type: none"> MS Office Applications AUTO CAD Knowledge of PPRA Rules/Regulations (desirable) 		<ul style="list-style-type: none"> Interested candidates may apply online through website: https://www.ztbl.com.pk/jobs till 23rd June, 2024, applications received after due date will not be considered. Maximum age limit for AVP 45-years and for OG-II 32-years as on closing date to apply. Dual nationality holders are not eligible to apply for the post. Only short-listed candidates will be called for interview. No TA/DA shall be admissible for interviews. We Offer competitive remuneration package geared towards attracting best talent in the market. We are an equal opportunity employer. 	

For any related query, please contact Head Recruitment & Appointment, ZTBL, Head Office, Islamabad @ 051-9252724