



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:

Senior Data Analyst/Database Administrator (AVP) (No. of Position-1)	Data Analyst/Database Administrator (OG-I) (No of Position -1)	Islamic Shariah Auditor (OG-I) (No. of Positions-02)	Internal Audit Quality Assurance Analyst (OG-I/AVP) (No. of Positions-03)
<p>Experience: Minimum 8 years post qualification experience.</p> <p>Qualification: Graduate / Post Graduate degree in the field of Computer Science or related field duly recognized university by HEC.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Proven experience as a Database Administrator or in a similar role. • Strong understanding of database management systems (DBMS), with expertise in one or more relational databases (e.g., Oracle, MSSQL, MySQL). • Knowledge of database security best practices and data protection regulations. • Proficiency in Oracle/SQL database packages and procedures development. • Proficiency in SQL and scripting languages for automation (e.g., Python, PowerShell). • Familiarity with cloud database services (e.g., AWS RDS, Azure SQL Database) is a plus. • Excellent problem-solving and communication skills. 	<p>Experience: Minimum 5-years post qualification experience.</p> <p>Qualification: Graduate / Post Graduate degree in the field of Computer Science or related field duly recognized university by HEC</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Proven experience as a Database Administrator or in a similar role. • Strong understanding of database management systems (DBMS), with expertise in one or more relational databases (e.g., Oracle, MSSQL, MySQL). • Knowledge of database security best practices and data protection regulations. • Proficiency in Oracle/SQL database packages and procedures development. • Proficiency in SQL and scripting languages for automation (e.g., Python, PowerShell). • Familiarity with cloud database services (e.g., AWS RDS, Azure SQL Database) is a plus. • Excellent problem-solving and communication skills. 	<p>Experience: Minimum 5-years post qualification experience.</p> <p>Qualification: MSC/MS-Islamic Banking & Finance/MBA/M. Com or ACCA/ICMA etc. or Darse-Nizami 16 years of academic education. Islamic Banking & Finance Certification/Qualification is an added advantage such as CSAA/CIPA/MIFP etc.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Assist in preparation of Risk Based Annual Shariah Audit Plan approved policies, procedures and regulatory frameworks. • Perform audit, draft observations along with appropriate evidence and finalize in consultation with Head Shariah Audit. • Discuss the issues with concerned stakeholders for agreement and action plan for resolution. • Ensure compliance with relevant regulations and policies as issued by SBP from time to time. • Finalize the audit report and complete working papers in accordance with approved procedures. • Remain updated on current policies, procedures and regulatory requirements as applicable to his / her area. • Initiate / recommend value addition in audit working based on amendments in laws, regulations and bank's policies and procedures. • Any other task assigned by CIA/ Head Shariah Audit. 	<p>Experience: Minimum 5 years post qualification experience.</p> <p>Qualification: CA-Inter, ACCA, ACMA, MBA (Finance)/M. Com. CIA (Certified Internal Auditor) will be given preference. Proficient in Business Analytics tools. Experience of Chartered Accountancy Firms or Financial Institutions in management audit function will be an additive plus.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Reviewing and monitoring compliance of Internal Audit Plan. • Reviewing the Branches/Management/IS Audit reports. • Checking the quality of audit observations. • Conducting quality assurance reviews of audit zones. • Reviewing the audit checklists in light of circulars, SOPs and regulatory requirements. • Reviewing the policies/manuals/SOPs of Internal Audit Division. • Preparing reports on internal audit activities for Board Audit Committee (BAC). • Reviewing the efficacy and support of AIS (Audit & Investigation System). • Review and improve internal processes. • Analyses accuracy of business and financial data. • Must possess good communication. Interpersonal and report writing skills. • Perform other relevant tasks as assigned.
Investigator/Inquiry Officer (OG-I) No. of Positions - 05	Senior Auditor/Team Lead (AVP) No of Positions -13 (Audit Zone Islamabad, Bahawalpur, Karachi, Lahore, Peshawar, Quetta, Sukkur and Faisalabad)	Auditor/ Team Member (OG-I) No of Positions -09 (Audit Zone Islamabad, Bahawalpur, Karachi, Lahore, Peshawar, Quetta, Sukkur and Faisalabad)	Commercial Auditor (OG-I) No of Position -01
<p>Experience: Minimum 5 years post qualification experience.</p> <p>Qualification: ACCA/CA Finalist/ACMA/ M.Com /Certified Fraud Examiner (CFE) or equivalent relevant degree duly recognized by HEC. Preference will be given to candidates having hands on experience for conducting Fraud Inquiries/Investigations with Banking/Financial Institutions/Insurance, revenue</p>	<p>Experience: Minimum 8 years post qualification experience.</p> <p>Qualification: ACMA/CA-CFAP/ACCA Member/MBA/M.COM or equivalent relevant degree from HEC recognized university. Preference will be given to candidates having proficiency in Auditing Skills, Worked with Chartered Accountancy Firms or Financial Institutions in management/branch audit function.</p>	<p>Experience: Minimum 5-years post qualification experience.</p> <p>Qualification: ACMA/CA-CFAP/ACCA Member/MBA/M.COM or equivalent relevant degree from HEC recognized university. Preference will be given to candidates having proficiency in Auditing Skills, Worked with Chartered Accountancy Firms or Financial Institutions in management/branch audit function.</p>	<p>Experience: Minimum of 5 years of auditing experience, preferably in a Public or financial institution.</p> <p>Qualification: CA(Inter)/ACMA/ACCA/MBA (Finance)/M.COM or equivalent relevant degree from HEC recognized university. Preference will be given to candidates having proficiency in Auditing Skills, worked with Chartered Accountancy Firms or Financial Institutions in management/branch audit function in banking sector or experienced in handling commercial audit</p>

record in depth understanding, having excellent Verbal Investigations and Written communication skills, sound ethics, Excellent Command on MS Office and Analytical Tools, beside soft skills like Critical Thinking, Problem Solving, Interviewing, Conflict Management etc. Active experience of Financial Institutions in Audit/Fraud/Investigation Functions.

Job Responsibilities:

- Analyze the Complaints and References in line with the regulatory and statutory requirements beside Bank's Policy Framework.
- To conduct inquiries/investigations into complaints/references, gather evidences and analyze by assuring objectivity, completeness and accuracy of information.
- To assure timely, detail oriented, well organized and structured reporting in line relevant regulatory and legal requirements.
- To prepare and submit periodical reviews and reports on means and dynamics, Root Causes and their implications with strong value added recommendations.
- To conduct and analyze Policy-Procedure gaps
- Any other task assigned related to investigation by the Competent Authority

Job Responsibilities:

- Conduct Audit of the departments at Head Office/ branches in the light of applicable rules, regulations, policies & procedures with a view to assess that all the functionaries are performing their duties efficiently and judiciously.
- Objectively review the adequacy and sufficiency of strategies, policies, procedures, internal controls & business plans by the management.
- To review and report statutory compliance vis-a vis all applicable laws.
- To testify that operational, compliance & financial risks are properly assessed, identified, categorized, addressed and managed while accomplishing objectives.
- To testify risk management, governance and internal controls processes are effectively implemented throughout the bank and encompass all the activities and operations of the department/units, as per the rules/guidelines/manuals set out by the management.
- Any other task assigned related to audit & inspection by the Competent Authority.

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- Any other task assigned related to audit & inspection by the Competent Authority.

**Financial Analyst (AVP)
No of Position -01**

Experience:

Minimum 08 years post qualification professional experience preferably in the field of internal audit and internal control.

Qualification:

ACMA/CA Finalist/ACCA or equivalent relevant degree from HEC recognized university. Preference will be given to candidates having proficiency in Analytical Analysis Skills, Worked with Chartered Accountancy Firms or Financial Institutions in management audit function

Job Responsibilities:

- Analyses business and financial data
- Creates financial models to support organizational decision-making.
- Develops financial plans and reports for organizational leaders.
- Analyzes industry trends and makes recommendations.
- Evaluates capital expenditures and depreciation.
- Develops reporting and forecasting tools for more efficient use of data.
- Extract, compile and summarize the financial transactions data to develop meaningful business insights.
- Development of new analytical models for productivity, costing and pricing.
- Cost allocation to various internal/external activity sources.
- Extensive work on excel sheets to compile, monitor and report, network recon activities.
- Ad-hoc reporting, financial and analytical views.
- Recon activity and report delivery monitoring.
- Review and improve internal processes.
- Perform other relevant tasks as assigned

matters. The Position requires leadership qualities, strong analytical skills & extensive knowledge of principles, procedures and techniques of auditing.

Job Responsibilities:

- Objectively review the adequacy and sufficiency of strategies, policies, procedures, internal controls & business plans by the management.
- To review and report statutory compliance vis-a vis all applicable law/SBP regulations.
- To testify that operational, compliance & financial risks are properly assessed, identified, categorized, addressed and managed while accomplishing objectives.
- To testify risk management, governance and internal controls processes are effectively implemented by the bank and encompass all the activities and operations of the Branches/units, as per the rules/guidelines/manuals set out by the management.
- Utilize advanced skills in Excel and MS Word to analyze data, prepare audit documentation, and present findings.
- To deal with all matters related to Commercial Audit.

-: Eligibility/ Ineligibility Criteria: -

- Interested candidates may apply online through website: <https://www.ztbl.com.pk/jobs> till **18th August, 2024**, applications received after due date will not be considered.
- Maximum age limit for AVP **40**-years and for OG-I **35**-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**

