

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)</p> <p>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)</p> <p>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.

PID(I)3534/23

For any related query, please call at 051-111-687-222 or email on info@ots.org.pk

