

CAREER OPPORTUNITY

We are a major public sector specialized financial institution based in Islamabad with a wide network of branches across the country. The management intends to induct energetic and challenge oriented individual for the following position on regular/contract basis for the following position in its Treasury Office, Karachi on regular:-

Sr. No.	Post Title	Qualification/Experience
01.	Vice President (Chief Dealer)	- Masters in Economics/Business Administration /Commerce from a recognized university by HEC, with 10 years experience. CFA qualification will have an added advantage. In depth knowledge and hands on experience on managing money market and capital market portfolio in Commercial Bank/ Asset management industry in Pakistan or Abroad. Reporting to Head Treasury, the candidate should have the ability to perform following duties: - Execute money market and capital market transactions within the pre-approved line and limits and as per approved investment policy. - Propose profitable investment proposals/ opportunities both in money market and capital markets. - Follow guidelines as defined by the management and provide active support to Head of Treasury in all aspects. - Target oriented with good analytical skills and good knowledge of SBP/PSE/SECP regulations.
02.	Vice President (Money Market Dealer)	Masters in Business Administration from a recognized university by HEC with 10 years working Experience. Good understanding and hands on experience in Money Market in public sector organization/Bank/Assets Management company. The candidate should have the ability to perform following duties: - Ability and understanding of managing fixed income portfolios based on guidelines as defined by the management and provide active support to Head of Treasury in all aspects. - Clear understanding of Financial analysis,

		Financial modeling, Risk Management. • Target oriented with good analytical skills and in depth knowledge of treasury management, alongwith SBP regulations will be essentially needed.
03.	Vice President (Treasury Marketing Department)	Post Graduate Degree in Economics/Business Administration or Commerce from a recognized university by HEC with 10 years working experience. Sales & Marketing experience with insurance co., Provident Funds, NGO sector or with other corporate sector/industry will have competitive edge. The candidate should have the ability to perform following duties:- • Develop sales & marketing strategy of treasury products/service for corporate customers & HNWI's. • Target oriented with good negotiation skills and command on SBP rules and regulations. • Follow guidelines as defined by the management. • Comply with best business practices and ethics. • Leadership skills with ability to offer out of box investment solutions to clients/customers with zeal to introduce new clientele for the bank. • Meet designated sales/business targets.
04.	Vice President (Foreign Exchange Department)	Post Graduate in Economics/Business Administration or Commerce from a recognized university by HEC with 10 years working experience. In Depth knowledge and hands on experience of Foreign Exchange in commercial bank in Pakistan or abroad. The candidate should have the ability to perform following duties:- • Responsible for the treasury dealing desk with banks & treasuries of corporate to handle foreign exchange transactions. • Responsible for managing Pakistan Remittances Initiative (PRI) business and <u>management of FX balances</u> • Responsible for structuring and executing foreign exchange transactions including outright, spot and swap transactions in FX market. • Providing ZTBL customers/branches with competitive pricing after negotiating with the FX interbank desk, capturing higher volumes and revenues while ensuring greater customer satisfaction. • Servicing clients FX needs by offering FX products including spot, forward, Export Bills discounting as well as cross selling fixed

		income products and advising clients on how to hedge their FX exposures. • Prepare Revenue & Volume reports on Daily/Monthly basis according to each business. • Comply with internal limits and requirements while executing FX transaction. • Responsible for compliance of all internal and SBP defined FX limits, SBP Code Conduct.
05.	Assistant Vice President (Foreign Exchange Department)	Post Graduate in Economics/Business Administration or Commerce from a recognized university by HEC with 08 years working experience in FX department of a commercial bank. Through knowledge of end to end process of treasury products and services and must have practical exposure to handle Foreign Exchange trading/transactions. The candidate should have the ability to perform following duties:- • Dealing in Foreign Exchange on day to basis. • Responsible for fund management of Nostro accounts. • Working in close collaboration with the Liability Management Department to increase the FX corporate sales of the bank. • Working in a team, handling clients including large financial institutions. • Exposure Movement, blotter Management & checking of P&L maintain liaison with FX Bank office (settlement wing) & interbank Desk.
06.	Assistant Vice President (Treasury Marketing Department)	Graduate/Post Graduate in Economics/Business Administration or Commerce from a recognized university by HEC with 08 years working experience. Candidates having Sales & Marketing experience with insurance co., Provident Funds, NGO sector or with other corporate sector/industry will have competitive edge. The candidate should have ability to perform following duties:- • Bring in new clientele and maintain current portfolio. • Ensuring efficient and effective execution & delivery of full range of treasury products. • Implementing the treasury sales plan covering all treasury products and customer segments. • Assist VP-TMD/Treasurer in developing and maintaining client call and visit schedule and follow up on action points. • Maintaining customer MIS and records and concluding deals/transactions within stipulated time frame and limits. • Support VP-LMD/Treasurer in achieving designated business targets.

		• Develop sales & Marketing strategy of treasury products/service for corporate customers & HNWIs. • Target oriented with good negotiation skills and command on SBP rules and regulations. • Follow guidelines as defined by the management. • Comply with best business practices and ethics. • Leadership skills with ability to offer out of box investment solutions to clients/customers with zeal to introduce new clientele for the bank. • Meet designated sales/business targets.
07.	Assistant Vice President (Treasury Risk & Compliance)	Masters in Business Administration from a recognized university by HEC. The candidates should have 08 years of experience of Bank/Assets Management company/public sector organization. The applicant must have good understanding of planning, designing and implementing and overall Risk Management and Compliance for the Treasury activities. The candidates should have the ability to perform following duties: • Planning designing and implementing and overall Risk Management and Compliance for the Treasury activities. • Prepare Daily, Weekly, Monthly and Quarterly risk reports for different audience like investment committee and ALCO. • Complete knowledge of SBP regulations and Code of Conduct of banks, mutual fund and DFIs. • Candidates with experience on different position like Risk Management, Compliance and Operations will be given preference. • Ability to work on different softwares of Financial Institute.
08.	Assistant Vice President (Settlement Officer)	Graduate/Post Graduate in Business Administration or Commerce from a recognized University by HEC with 08 years experience in Bank/Asset Management company/Public sector organization. The candidate should have the ability to perform following duties:- • Assist head of Settlement in settling and recording of settlement of all financial transactions. • Support in generating portfolio on daily basis for money market transaction to help in decision making. • Monitoring of individual scrip wise/counter wise limit portfolio. • Prepare fund transfer instruction (Money Market Settlement/ Investment/ Maturity). • Seek confirmation/verification (phone/fax) of

		broker contract of financial transactions with panel Brokers on recoded lines. • Generate broker activity reports and disseminate information where required. • Input trades into back office system and generation of reports comprising of details of Trades executed through brokers. • Keep track of all relevant data, proper filing of settlement documents, contracts, counterparty confirmation, letters, memos.
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- We offer competitive remuneration package geared towards attracting best talent in the market.
- No TA/DA will be admissible for interviews.
- Interested candidates may apply online through website: www.ztbl.com.pk latest by 24.04.2016.