



Zarai Taraqati Bank Ltd.

CAREER OPPORTUNITIES

ZTBL is a major public sector specialized financial institution with a wide network of Branches all across the country. The management intends to induct energetic and challenge-oriented individual for the post of Company Secretary on regular basis under Bank's Staff Regulations (SR-2005).

Sr. No.	Position Title	Job Description and Responsibilities
01.	Company Secretary (Senior Vice President)	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Graduate / Post Graduate Degree in Business Administration, Banking, Finance, Commerce, Economics or Law from HEC recognized university. <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum 15-years banking experience out of which 08 years exclusively in Corporate affairs/ Corporate Governance related matters. - Candidate posses the membership of a recognized body of professional accountants, corporate or secretary to management committees would be given weightage. <p><u>Major Responsibilities:</u></p> <ul style="list-style-type: none"> • To ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Ordinance. • Coordinate with Board of Directors for scheduling meetings. • Ensure meetings comply with laws and regulations of State Bank of Pakistan. • To provide the extracts of relevant Laws, rules and regulation to BODs regarding their power, duties and responsibilities. • To record the minutes of the proceedings of the meetings of the Directors. • To keep the record of the proceedings of all general meetings. • To attend the broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary • Communicating Board resolutions & policies to the management for implementation. • Provide recommendations related to legal, regulatory and governance issues to Board. • Present the overall banks performance, business strategy, focus business areas and remedial actions to the Board. • Monitoring changes in applicable legislations & regulatory requirements and initiating appropriate actions.

- We offer competitive remuneration package geared towards attracting best talent in the market.
- Applicants should have minimum **2.5 CGPA** or minimum **60% marks** in degree on the basis of which applying for.
- Dual nationality holders are not eligible to apply for the post.
- Only short-listed candidates will be called for interview.
- Interested candidates may apply online through website: www.ztbl.com.pk within 15 days of publication of this advertisement.
- No TA/DA will be admissible for interviews.
- Advertisement Date: 05-April-2020
- Closing Date of Advertisement: 19-April-2020

Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.