



THE PUNJAB PROVINCIAL CO-OPERATIVE BANK LTD.

Head Office, Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.

Telephones: 042-99211432-36. Fax: 042-99211442

www.ppcbi.com.pk

CAREER OPPORTUNITIES

VP/DY. HEAD – SETTLEMENT & RECONCILIATION

The Punjab Provincial Cooperative Bank Ltd., a **Scheduled Bank** since 1955, having network of 151 branches in the province of Punjab, with Head Office at Lahore, is looking for dynamic & high achieving individual for the captioned position.

ELIGIBILITY CRITERIA

- Qualification:** MBA, M.Com, MA Eco. or equivalent from HEC recognized university/ institution. Computer skills/knowledge is mandatory.
- Experience:** Atleast 10 years post qualification experience with 07 years in similar area as Manager/AVP & above in a Bank/financial institution.
- Age Limit:** 35-50 years
- Pay Package:** Negotiable, depending upon the qualification & experience of the candidate

REQUIRED SKILLS & EXPERIENCE

- i. Can handle all matters relating to Alternate Delivery Channel (ADC) including ATM Cards, ATM Debit Card, Interbank Fund Transfer Services (IBFT), Utility Bills Payment Services (UBPS) etc.
- ii. Supervise ADC-Inter Branch as well as Inter Bank transactions ensuring proper reconciliation of each and every transaction.
- iii. Ensure accurate settlements of all ADC transactions outside the Bank including other bank/SBP and 1-lind etc. through the treasury Department of the Bank.
- iv. Centralized monitoring & management of ATM Machines including Cash Replenishment.
- v. In charge Card Facilitation Center (CFC) and responsible of ATM Card Issuance and timely resolve of all relevant issues.
- vi. Develop all relevant policies and procedures in absolute compliance of the SBP/Other approvable regulators, get the same approved from BOD and circulate the same among all stake holders followed by subsequent training, if needed.
- vii. Supervision of the Bank's Call Center ADC-Operations including Telephone Banking, Helpline etc. Manage proper Liaison with all stake holders as well as correct & timely reporting to SBP/Others.
- viii. Responsible for effective Consumer grievance handling mechanism and complaints.

GENERAL INSTRUCTIONS

- i. Interested Candidates are required to submit their applications along with self-explanatory/detailed C.V., recent photograph and all educational & experience certificates to the Head, Human Resource Division, The Punjab Provincial Cooperative Bank Ltd., Head Office, Lahore at Cooperative Bank House, Shahrah-e-Quaid-e-Azam, 5-Bank Square, Lahore in a sealed envelope marked as:
"APPLICATION FOR THE POST OF VP/DY. HEAD – SETTLEMENT & RECONCILIATION"
- ii. Only short listed candidates will be contacted for further deliberations.
- iii. No TE/DE shall be admissible.
- iv. Selected candidate will be offered services on contract basis, on mutually agreeable terms and conditions for a period of three years subject to extension at the sole discretion of Competent Authority on the basis of performance.

**For further Information, please contact:
042-99211432-36 (Ext:217)**

**Last Date for submission of application forms
04.07.2018 (Wednesday)**

HEAD HR DIVISION