



THE PUNJAB PROVINCIAL CO-OPERATIVE BANK LTD.

Head Office, Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.
Telephones: 042-99211432-36. www.ppcbl.com.pk, E-mail: hr@ppcbl.com.pk

CAREER OPPORTUNITIES

The Punjab Provincial Cooperative Bank Limited, established in 1924 & Scheduled since 1955, having network of 151 branches in the province of Punjab, with Head Office at Lahore, is looking for dynamic & high achieving individuals for the following positions:-

<p>Position: (1) VP/SVP/Zonal Head</p> <p>Qualification: MBA/M.Com/M.A.(Eco) from a reputed university.</p> <p>Experience: Minimum 10 years post qualification experience with at least 05 years in similar position in the Bank / financial institution.</p> <p>Age: 40-65 years</p>	<p>Skills Required:</p> <ol style="list-style-type: none"> Ability to manage operations of Branches efficiently including lending, product sales, customer services, Risk Management, security and safety in accordance with the Bank's objectives. Deposit Mobilization, loan business and can provide a superior level of customer relations and promote the product sales & services culture through coaching, guidance and staff motivation, can achieve individual, branch and zonal sales goals through new branches sales referrals and retention of account relationships. Ability to provide leadership, training and supervision, delegates day to day operations to branch managers and or other branch personnel.
<p>Position: (1) VP/SVP/Head Legal Div / Secretary to BOD</p> <p>Qualification: Masters degree preferably LL.b from a reputed university.</p> <p>Experience: Minimum 10 years post qualification experience with at least 05 years in similar position in the Bank / financial institution.</p> <p>Age: 40-65 years</p>	<p>Skills Required:</p> <ol style="list-style-type: none"> Knowledge about prevailing Labor / Employment Laws & Cooperative Societies Act. Drafting and vetting of agreements, contracts and all legal documents for the bank Ability to Deal with cases for and against the bank, examining property documents, evaluation of collaterals for loan disbursement, observing court proceedings and assisting field staff in complying notices received from various government agencies/authorities. Can provide an optimal support to the management in dealing with and responding legal affairs of the organization & to provide supervisory guidance / assistance at all levels, as a whole, so as to ensure a business environment with minimum legal risk. <p>Secretary BOD</p> <ol style="list-style-type: none"> To Arrange Board of Directors and its Sub-Committees meetings including Annual/Extra-Ordinary General meetings of the Bank and record minutes of BOD's meeting and convey BOD's strategic initiatives to the Management. Can provide timely financial information to and liaison with shareholders and other stakeholders on behalf of Board Ability to facilitate the Board Self-assessment process and practices under good corporate governance.
<p>Position: (1) VP/SVP/Head Operations Division</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc (relevant Master's degree)</p> <p>Experience: Minimum 10 years post qualification experience with at least 05 years in similar position in the Bank / financial institution.</p> <p>Age: 40-65 years</p>	<p>Major Roles</p> <ol style="list-style-type: none"> To ensure development & periodic review of the branch banking operations of the bank, keeping them in line with SBP regulation/PR etc and to ensure business growth through managing business operations activities to make certain these are delivered in accordance with the organizational strategy. To ensure operational support to branch network regarding banking operations in areas like cash management, insurance of lockers ,account opening & management, remittance, clearing collections, lockers and other banking operations. Coordinate with concerned Zonal Heads regarding opening & rotation of branches, and safe keeping of all documents. Develop operational benchmarks and monitoring tools to ensure the implementation of operational policies and procedures and to identify the operational risks on timely manners. Set divisional and individual goals and manage staff in Operations Division, highlight areas of development of staff for competency development. Responsible for the efficient and effective delivery of reliable operations activities covering the areas of Centralized Operations, insurance of lockers, Cash in hand and cash with bank. Ensure operational related activities in the system such as day end, day start accrual of mark-up etc. To set up "Centralized Processing Unit (CPU)" at Head Office, Lahore.
<p>Position: (1) VP/SVP/Head Business Development Division</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc (relevant Master's degree)</p> <p>Experience: Minimum 10 years post qualification experience with at least 05 years in similar position in the Bank / financial institution.</p> <p>Age: 40-65 years</p>	<p>Major Roles</p> <ol style="list-style-type: none"> Ensure management of the functions of credits and recovery of regular /overdue advances of the bank. Recommend expansion where business growth exist and examine strategies where provision of sustainable financial services is no more feasible. Manage the distribution network while ensuring sustainability/profitability Develop and maintain Product development framework consistent with the bank's mission to offer a suite of products & services to the target customers to meet the bank's strategic objectives while effectively responding to the demands and preferences of the clients. Collaborate with HR for career growth, succession planning, training needs & incentive plans of business sales force. Ensure implementation of corporate policies across the network and institutionalize a culture of internal controls and compliance in branch network in line with bank's policy frame works and SBP regulations.

Pay Package: Negotiable, depending upon the qualifications / experience of the candidates.

- Interested Candidates are required to submit their applications along with self explanatory / detailed CV and a recent photograph to the Head Human Resource Division, The Punjab Provincial Cooperative Bank Limited at Cooperative Bank House, Shahrah-e-Quaid-e-Azam, 5-Bank Square, Lahore within 15 days of publication of advertisement, in an envelope marked as "APPLICATION FOR THE POST OF _____".
- Only short listed candidates will be contacted for further deliberations. Selected candidates will be offered 3 years contract on mutually agreeable terms and conditions. The Selected candidates should meet the "Fit & Proper Test" Criteria of the SBP.
- No TA/DA shall be admissible.

HEAD HR DIVISION

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