

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position in the area of **Information Technology**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

<b>03</b>	<b>Position / Job Title</b>	<b>Assistant Project Manager – International IT Projects (OG-II / OG-I)</b>
	<b>Reporting to</b>	Wing Head – International PM
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor’s degree in IT / Computer Science / Engineering or equivalent and / or Graduation with a Master’s degree in IT / Computer Science or equivalent, from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having relevant certification(s) will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 03 years of experience in handling IT Projects, preferably in bank(s)</li> <li>• Candidates having experience of handling international IT Projects will be preferred</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of Banking Application(s)</li> <li>• Excellent verbal and written communication skills to technical and non-technical audiences of various levels in the organization (e.g., executive, management, individual contributors)</li> <li>• Ability to share relevant technical &amp; industry knowledge and expertise with team members</li> <li>• Strong understanding of the requirements for project standards and documentation, including timelines, status / risk / issues reporting and communication, exception reporting and project sign off</li> <li>• Excellent analytical, decision-making, problem-solving, team, and time management skills</li> <li>• Strong working knowledge of MS Office suite (MS Project, Outlook, Excel, Word, PowerPoint)</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To work under the direction of Project Manager to maintain and monitor project plans, project schedules, work hours, budgets and expenditures related to Core Banking business as usual and software upgrade initiatives</li> <li>• To organize, attend and participate in project and stakeholder meetings</li> <li>• To document and follow up on important actions and decisions from meetings</li> <li>• To prepare necessary presentation materials for meetings</li> <li>• To provide administrative support as needed</li> <li>• To coordinate with business groups, stakeholders, development / BA teams for vendor queries and to discuss and resolve issues pertaining to project deliveries</li> <li>• To process project related billings and invoices</li> <li>• To work effectively in a dynamic environment where multi-tasking is a norm</li> <li>• To perform any other assignment assigned by the supervisor(s)</li> </ul>
	<b>Place of Posting</b>	Karachi
	<b>Assessment Test / Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).
	<b>Employment Type</b>	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank’s policy / rules.

Interested candidates may visit the website [www.sidathyder.com.pk/careers](http://www.sidathyder.com.pk/careers) and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**