

“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:

02	Position / Job Title	Associate – Payment, Budget & Contract Management (OG-II / OG-I)
	<b>Reporting to</b>	Department Head – Governance & Audit Coordination
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having a Bachelor’s degree in IT, Computer Science, Business or Commerce and / or Master’s degree and / or relevant certification(s) will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 03 years of experience in Payments and / or Budgeting and / or Contract Management, preferably in bank(s)</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Sound understanding of Payments &amp; Contract Management</li> <li>• Good time management skills with ability to prioritize tasks</li> <li>• Ability of work in diverse team pertaining to technical and non-technical domains</li> <li>• Excellent skills to review documents and processes in a detailed manner and ensure accuracy</li> <li>• Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To oversee the timely and accurate processing of all Division’s payments, including vendor invoices and service contracts</li> <li>• To ensure all payments are made in accordance with company policies, contractual agreements, and regulatory requirements</li> <li>• To coordinate with the finance team to ensure proper documentation, approvals, and record-keeping for all transactions</li> <li>• To review and verify payment requests, resolve discrepancies, and ensure proper authorization and compliance</li> <li>• To reconcile payment accounts and resolve any outstanding issues with vendors or service providers</li> <li>• To assist in drafting, reviewing, and negotiating contracts with vendors, clients, and partners to ensure alignment with organizational goals</li> <li>• To monitor the execution and fulfillment of contractual obligations, ensuring compliance with agreed-upon terms</li> <li>• To maintain and update the contract database, ensuring that all contracts are current, well-organized, and easily accessible</li> <li>• To assist in managing contract renewals, terminations, and amendments in coordination with relevant stakeholders</li> <li>• To act as a liaison between the legal, procurement, and finance teams to ensure all contracts meet legal, regulatory, and financial requirements</li> <li>• To build and maintain strong relationships with vendors, clients, and partners to ensure effective contract and payment management</li> <li>• To resolve payment-related queries and contract disputes in a timely and professional manner</li> <li>• To collaborate with procurement, finance, and legal teams to ensure smooth coordination between departments regarding contract and payment issues</li> <li>• To prepare regular reports on payment statuses, outstanding invoices, and contract performance for management review</li> <li>• To monitor compliance with financial and contractual obligations, ensuring that all processes are in line with company policies and legal regulations</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist in audits related to payments and contracts, ensuring timely provision of required documents and information</li> <li>• To identify opportunities to improve payment processing, contract management workflows, and financial controls</li> <li>• To recommend and implement solutions for automation, efficiency, and risk reduction in the payments and contract management functions</li> <li>• To stay updated on best practices in payments, contract management, and relevant financial regulations</li> <li>• To perform any other assignment as 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.**