

“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(s) in the area of **Aitemaad Islamic Banking**.

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

<b>01</b>	<b>Position / Job Title</b>	<b>Branch Manager (OG-I)</b>
	<b>Reporting to</b>	Regional Head
	<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 Commerce Graduation / Islamic Banking certification / degree or diploma will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 04 years’ experience in branch banking, out of which at least 02 years as Branch Manager, preferably in Islamic Banking</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of branch banking operations and Islamic banking products</li> <li>• Sound knowledge of compliance regulations regarding AML / CFT and SBP Prudential Regulations (PRs) etc.</li> <li>• Good business acumen and expertise of dealing audit issues</li> <li>• Goal-oriented, result-driven, ability to prioritize and accomplish tasks</li> <li>• Excellent analytical skills</li> <li>• Good leadership and branch management skills</li> <li>• Outstanding customer services skills</li> <li>• Excellent written and verbal communication with good interpersonal skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To undertake responsibility for the overall management of branch affairs, including branch supervision, development of business, achievement of targets / KPIs through marketing and promotion of Islamic Banking products</li> <li>• To meet with Existing-to-Bank (ETB) and New-to-Bank (NTB) customers for marketing of deposits, finances, retail banking products, biometric access control for network and e-commerce applications, BANCA, asset management, remittances, and FBR / Government businesses</li> <li>• To execute and deliver the branch’s annual business plan / target and prepare periodic reports on its overall performance to ensure that the activities performed by the branch are aligned with the plans and strategies of regions / group</li> <li>• To meet or exceed monthly / quarterly / annual targets as assigned by the Business</li> <li>• To cascade branch targets to branch staff members (sales and customer services) and regularly track and review performance and productivity of the branch team</li> <li>• To minimize value and number of attrition of the top quartile of the customers of the Branch</li> <li>• To monitor and process cross-selling of liability and asset products at branch level</li> <li>• To devise strategies in order to counter competition and maximize market share</li> <li>• To be responsible for eliminating fraud and forgery by keeping stringent, proactive and effective internal control mechanism along with Branch Operations Manager</li> <li>• To provide support in campaign of new product launches and sales initiative</li> <li>• To ensure compliance of banking laws, regulations, Bank's instructions and SOPs, including Shariah Compliance</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor and periodically review the credit portfolio of the branch (where applicable)</li> <li>• To ascertain the training and development needs of staff and nominate them in appropriate courses in order to close skill gaps</li> <li>• To maintain highest standards of customer services at all times to ensure zero complains and handling of customers within Turnaround Time (TAT)</li> <li>• To ensure upkeep of Branch premises as per Bank standards</li> <li>• To ensure fair treatment to customer and take necessary measures to educate customers about financial products and address their concerns, queries, and complaints</li> <li>• To review branch audit &amp; performance reports and ensure all audit requirements and observations are addressed (both internal and external) and implement measures to minimize and curtail recurrence along with Branch Operations Manager</li> <li>• To maintain all files / documentations and ensure comprehensive records maintenance related to branch business</li> <li>• To ensure all processes are completed within the specified TAT</li> <li>• To perform any other responsibility as assigned by the competent authority from time to time</li> </ul>
<b>Place of Posting</b>	Chhattro & Okara
<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.**