

“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 **Aitemaad Islamic Banking**.

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

01	Position / Job Title	Branch Operations Officer (OG-III / OG-II)
	Reporting to	Branch Manager / Branch Operations Manager
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having Master’s degree / Islamic Banking certification / degree or diploma will be preferred
	Experience	<ul style="list-style-type: none"> • At least 3 years of experience with minimum 01 year of banking experience specifically in branch operations
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Branch operations • General accounts • SBP Regulations • Analytical skills • Excellent communication • Time management • Customer relationship
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To manage all branch operational affairs as well as regulatory requirement including but not limited to KYC / AML to ensure efficient and effective product processing whilst ensuring superior customer services in terms of products processing and relevant centralized / ADC functions • To ensure smooth account openings and service delivery at all times with minimum processing errors • To perform, monitor and authorize all daily financial and non-financial transactions of branch after complete satisfaction and verification of the genuineness of each and every transaction and arrange accurate and complete periodic reporting to all quarters • To ensure branch and cash vaults are opened and closed on time by following all required controls; also ensure dual control procedures in branch at all times. Any delays must be immediately reported in writing to the line management by giving logical justification • To review balancing of vaults, tokens, taxes, payable, receivable, fixed deposits, call deposits, demand draft pay slips, pay orders and other GLs at branch and confirm that balance available in these accounts has justified reason supported by genuine transactions and does not exceed the timeliness defined by the regulator for suspense accounts • To review all suspense, parking and clearing GL heads and inform branch Operations Manager in case of any discrepancy • To ensure seamless processing of Inward & Outward Clearing and inter branch transactions at the branch; also provide assistance to other team members with customer transactions during peak days • To balance ATM related GL heads and immediately informs the line management for further guidance in case of any overage or shortage

		<ul style="list-style-type: none"> • To manage customer queries / complaints regarding operations for resolution in an effective as well as efficient manner, depending upon the nature of complaint • To manage and make provisions for all budgetary requirements including but not limited to incomes and expenses, accruals in timely and accurate manner to ensure all branch general ledger heads for assets, liabilities, income & expenses are balanced and in order at all times to avoid any penalties • To ensure rectification of Audit findings • To check day to day transactions • To ensure Shariah Compliance • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Faisalabad
Assessment Test / Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).	
Employment Type	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** 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.