

“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 **Retail Banking**.

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

01	Position / Job Title	Branch Manager (OG-I)
	Reporting to	Regional Head
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / Institute recognized by the HEC of Pakistan • Candidates having Master’s degree from HEC recognized university / institution will be preferred
	Experience	• Minimum 04 years of experience in Commercial Bank(s), out of which at least 02 years as Branch Manager and / or Branch Operation Manager and / or Relationship Manager or in a similar role • Female Branch Managers who are on a career break (not more than 3 years) are encouraged to apply
	Other Skills / Expertise / Knowledge Required	• Sound knowledge of branch banking / branch operations • Complete product knowledge • Knowledge of compliance regulations i.e. AML-CFT as well as SBP PRs and international processes • Good business acumen • Goal oriented and result driven • Good acumen in dealing audit issues • Analytical skills along with strong interpersonal skills • Proven leadership and branch management skills • Outstanding customer services skills • Ability to communicate ideas in both simple and technical terms • Ability to pay attention to details • Ability to prioritize and accomplish tasks • Team building skills
	Outline of Main Duties / Responsibilities	• To undertake the responsibility of overall management of branch affairs, including development of consumer, liabilities, and wealth management business (Conventional & Aitemaad), achievement of targets / KPIs through meeting the branch sales objectives as allocated and support the implementation of sales strategies in the branch • To meet with Existing to Bank (ETB) and New to Bank (NTB) customers for deposit generation and to market retail banking products (Conventional & Aitemaad) • To ensure service delivery in the branch to the highest competitive standards, initiate customer satisfaction reviews, obtain customer feedback and re-align processes to improve customer experience and timely resolution of their complaints and queries • To execute and deliver the branch’s annual business plan and budget, to ensure that the

		activities and plans performed by the branch are aligned to the Region / Group strategy and plans • To focus on core deposit generation through opening of core accounts to minimize volatility in the branch portfolio • To manage attrition of deposit and customers through proactive and timely interventions • To Implement innovative cost saving initiatives to minimize the variable costs of the branch • To carry out performance evaluation, mentoring of the reporting staff and conduct periodical meetings with the staff to achieve business and service targets (Conventional & Aitemaad) • To review reports and liaise with controlling office regarding branch affairs • To monitor internal controls of the branch on a regular basis to ensure sound operational health leading to compliance with the Bank's internal policies and prudential regulations and eliminate fraud and forgeries by keeping stringent and proactive internal control mechanisms • To stay abreast of the market trends and devise strategies to counter competition and maximize market share • To provide support for new product launches and campaign new sales initiatives (Conventional & Aitemaad) • To ensure smooth branch and system maintenance and manage the administrative affairs of the individuals in the branch • To ensure that the branch staff is fully compliant with all the AML preventions and KYC policies • To manage staffing capacity, recruitment, succession, and manpower planning • To establish a culture and work environment that attracts, retains and motivates the highest caliber of skilled professionals • To ensure compliance with banking laws, regulations, banking instructions, and procedures • To maintain all files / documentation and ensure comprehensive records maintenance related to daily business operations • To ensure audit requirements and observations related to business are addressed (both internal and external) and implement measures to minimize and curtail recurrence. Also ensure that Shariah compliant environment is maintained at IBWs within the region • To ensure all processes are completed within the specified TAT • To ensure all SOPs are followed as per the policies and procedures of the Bank • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Bhimber AJK, Dadyal AJK, Kahuta District Haveli, Keiler District Haveli, Kotli AJK and Mirpur AJK.
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.