

“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 **Operations Group**.

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

04	Position / Job Title	Coordinator to Divisional Head (OG-II / OG-I)
	Reporting to	Divisional Head - CBA Credit Upgrade
	Educational / Professional Qualification	<ul style="list-style-type: none"> <li>Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>Minimum 03 years of experience in handling Administrative and / or Secretarial tasks</li> <li>Candidates having experience in MIS reporting and / or handling large size data in a financial institution / Corporate sector would be preferred</li> </ul>
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> <li>Basic understanding of database management</li> <li>Familiarity with data analysis tools (e.g., Excel etc.)</li> <li>Hands on experience in data visualization tools like, Power BI or similar is preferable</li> <li>Well aware with data structuring and modeling concepts</li> <li>Excellent interpersonal and communication skills</li> </ul>
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> <li>To manage calendars, meetings, and communications for senior management</li> <li>To prepare and review reports, presentations, correspondence, and official documents</li> <li>To maintain organized filing systems, trackers, dashboards, and MIS data</li> <li>To support MIS processes, including data collection, validation, system coordination, and reporting</li> <li>To automate and streamline reporting using Excel and MIS tools</li> <li>To prepare accurate daily, weekly, and monthly MIS reports and dashboards</li> <li>To perform any other assignments as assigned by the supervisor(s)</li> </ul>
	Place of Posting	Karachi
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](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.**