

“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):

| 01 | Position / Job Title | General Banking Officer (OG-III) |
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| | Reporting to | 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 of Pakistan • Candidates having a Master’s degree / Islamic Banking certification / degree or diploma will be preferred |
| | Experience | <ul style="list-style-type: none"> • Minimum 01 year of banking experience, out of which at least 06 months’ experience in Branch Operations |
| | Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> • Sound knowledge of Branch Operations, General Accounts and SBP Regulations • Good Analytical skills • Excellent communication and time management skills • Good customer handling skills • Good command over MS Office suite (Word, Outlook, Excel, and PowerPoint) |
| | Outline of Main Duties / Responsibilities | <ul style="list-style-type: none"> • To manage all operational affairs of the Branch along with regulatory compliance, 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 compliance of banking laws, regulations, banking instructions and SOP including Shariah Compliance in all jobs and tasks • To ensure seamless account openings within the stipulated TAT, checking of day-to-day transactions and consistent service delivery at all times with minimum or zero 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 in branch at all times. Any delays must be immediately reported in writing to the line management by giving logical justification • To review and perform balancing of vaults, tokens, taxes, payable, receivable, fixed deposits, call deposits, remittance instruments 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 providing assistance to other team members with customer transactions during peak days • To perform the balancing of ATM related GL heads and immediately informs the line management for further guidance in case of any overage or shortage |

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| | <ul style="list-style-type: none"> • To monitor dormant, inoperative and unclaimed accounts / serving of customer notices as and when required • To manage customers' queries/complaints regarding operations for resolution in an effective as well as efficient manner, depending upon the nature of complaint • To maintain highest standards of customer service at all times to ensure zero complaint management and handling of customers within specified time • 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 all Audit requirements and observations are addressed (both internal and external) and implement measures to minimize and curtail recurrence along with Branch Operations Manager • To maintain all files, registers/documentations and ensure comprehensive records maintenance related to daily operations • To ensure all processes are completed within specified Turnaround time (TAT) • To perform any other assignment as assigned by the supervisors(s) |
| Place of Posting | Gharo Thatta, Bhitshah and Dhudyal Mirpur AK |
| 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.