

“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 **Information Technology**.

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

02	Position / Job Title	IT PMO Officer (OG-II / OG- I)
	Reporting to	Unit Head – Project Management Office
	Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Bachelor’s degree in IT / Computer Science / Engineering or equivalent and / or Graduation with Master’s degree in IT / Computer Science or equivalent, from a local or international university / college / institute recognized by the HEC Candidates having PMP or relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> Minimum 03 years of experience in the field of IT, out of which at least 01 year as Project Management Officer and / or Project Coordinator and / or related role Candidates having experience of defining and implementing project management processes, tools, metrics, guidelines and standards will be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> Well versed in using tools, such as Jira, Confluence, MS Project, MS Office etc. Awareness of new automation tools and techniques Good communication and interpersonal skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To provide assistance in order to manage a supportive PMO, ensuring successful implementation of the PMO’s methodology, guidelines, standards, responsibilities, and deliverables To provide assistance in order to evaluate, and implement project management processes, methods, tools, metrics, guidelines and standards To work as directed for continuous improvement of IT PMO methodologies, processes, templates, and toolkits To help drive better efficiency in delivering applications and services by evolving existing processes To assist and develop reporting dashboards and tools to facilitate data and insight-driven planning To learn and introduce new tools and processes as and when required and assist to drive new or changed tools and processes to continually improve performance across IT To produce ongoing reporting MIS(s) / data on a regular and ad-hoc basis To identify and share learning and development needs and assist with the training plan on an annual basis To ensure that all assignments are duly performed as per schedule & Bank procedure(s) To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi / Islamabad
	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.