

“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 **Risk Management**.

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

01	Position / Job Title	Legal Coordinator (OG - III / OG - II)
	Reporting to	Unit Head - Collections and Recovery - Retail and Program Lending Division
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university/college/institute recognized by HEC of Pakistan • Candidate having LL.B degree and/or any other relevant certification will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 02 years of experience in recovery through litigation in a commercial bank, covering Consumer and/or SME and/or Agri retail lending
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Strong understanding of the legal and regulatory framework governing retail lending recovery • Goal-oriented and results-driven, with the ability to prioritize tasks and achieve recovery targets within strict deadlines • Proficient in Microsoft Office applications for reporting, analysis, and documentation
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To coordinate with Bank’s Legal Advisors (BLAs), branches, regional teams, and the collections & recovery team to ensure effective follow-up on suit-filed cases • To monitor ongoing litigation and provide timely updates and recommendations to relevant collections & recovery teams • To track progress of litigation cases and liaise with BLA to ensure timely action and case advancement • To obtain regular status updates from BLA on case progress • To attend court hearings regularly and report outcomes, along with key observations, to the respective supervisors • To coordinate with collections & recovery teams and BLAs for potential out-of-court settlements • To prepare, maintain, and circulate daily/weekly MIS reports on suit-filed and pending cases • To perform any other assignment as assigned by the supervisor(s)
	Place of posting	<ul style="list-style-type: none"> • Lahore, Karachi & Sukkur

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.