

“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	MIS Analyst (OG-I)
	Reporting to	Regional Head
	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 Candidates having Master’s degree will be given preference
	Experience	<ul style="list-style-type: none"> Minimum 03 years of experience in handling MIS reporting and / or Business / Financial Analysis
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> Strong Analytical Skills Sound understanding of MIS requirements of business Familiarity with Retail banking terminologies Able to handle large size data Capability to deliver and meet deadlines Proficiency in MS Office Suite (MS Outlook / MS Excel / MS Word / MS PowerPoint)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To analyze complex data and prepare reports for statistical analysis and efficient working To perform data extraction from different sources for MIS(s) and reports preparation To prepare and maintain daily / weekly / monthly MIS of all RBG products / branches data of the region To prepare and maintain reports on targets vs achievement for the region To communicate various MIS to branches and collection of various data To perform MPIs data analysis for onward review and discussion To prepare monthly meetings data / minutes To liaise and follow up with the branches regarding business targets To ensure compliance of Banking Laws, instructions, regulations and procedures To maintain all files / documentation and ensure comprehensive records maintenance related to daily tasks To ensure Audit requirements and observations related to business are addressed (both internal and external) and implement measures to minimize and curtail recurrence. To ensure all processes are completed within the specified TAT To ensure all SOPs are followed as per policies and procedure of the Bank To perform any other assignment as assigned by the Supervisor(s)
	Place of Posting	Bannu
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.