

“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 **Legal**.

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

01	Position / Job Title	MIS Officer (OG-III / OG-II)
	Reporting to	Wing Head - External Agencies
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by HEC • Candidates having Master’s degree or equivalent and / or any other relevant professional certification(s) will be preferred
	Experience	• Minimum 02 years of experience in data handling and / or MIS management. Candidates having experience in banking / financial institution will be preferred
	Other Skills / Expertise / Knowledge Required	• Strong command over MS Excel, MS Office, PowerPoint, and Visio with the ability to prepare accurate reports, presentations, and data visualizations • Excellent verbal and written communication skills • Approachable and positive attitude when interacting with colleagues, management, and team members • Strong analytical skills • Exceptional time management and organizational skills • Perform additional tasks as assigned by supervisors
	Outline of Main Duties / Responsibilities	Data Management & Reporting • To collect, compile, and maintain departmental data for performance tracking, compliance, and reporting • To prepare periodic MIS reports (daily, weekly, monthly, and quarterly) for management review • To ensure data accuracy and integrity across all systems and reports • To maintain case-wise, region-wise, and court-wise data (in case of Legal Division) System Development & Automation • To assist in designing, upgrading, and implementing MIS tools, dashboards, and templates • To coordinate with IT Division for data integration, automation, and report standardization • To identify opportunities for system improvements and process automation Analysis & Decision Support • To analyze data trends to provide meaningful insights for management decisions • To support senior management in preparing presentations, performance summaries, and forecasts. • To track Key Performance Indicators (KPIs) and highlight variances or anomalies Coordination & Communication • To liaise with regional offices and departments to ensure timely data submission and validation • To respond to queries from internal stakeholders and external auditors related to MIS reports

		• To ensure confidentiality and controlled access to sensitive management data • Compliance & Record Management • To ensure all MIS reports are prepared in compliance with organizational and regulatory standards • To maintain a proper filing system (manual and electronic) for data backup and retrieval • To support management in preparing SBP, internal audit, and performance review reports • To perform any other assignment as assigned by the supervisor(s)
	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** 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.