

“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 **Operations** based in **Karachi**.

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

02	Position / Job Title	Officer - Quality Assurance & Treasury Operations Support (OG-III / OG-II)
	Reporting to	Incharge - Quality Assurance & Treasury Operations Support
	Educational / Professional Qualification	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 01 year of experience in Quality Assurance and / or Operations Support</li> </ul>
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> <li>• Good interpersonal and organizational skills</li> <li>• Proficient in MS Office suite (Outlook, Excel, Word, PowerPoint)</li> <li>• Ability to work independently &amp; meet deadlines</li> <li>• Awareness of data protection and confidentiality issues</li> <li>• Detail-oriented with a strong sense of ethics and integrity</li> <li>• Good analytical and critical thinking skills</li> </ul>
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> <li>• To ensure that quality standards are being met and proper procedures are being followed</li> <li>• To handle all administrative and accounts / finance related matters</li> <li>• To accelerate work flows in administration work</li> <li>• To manage office supplies stock and place timely requisitions</li> <li>• To assist in organizing yearly appraisals</li> <li>• To manage payments centrally for all divisions</li> <li>• To draw an overall or individualized training and development plan that addresses needs and expectations</li> <li>• To prepare reports and presentations with statistical data as assigned</li> <li>• To ensure the electronic filing of all corporate documents in accordance with prescribed standards</li> <li>• To prepare and analyze quality assurance reports for Management</li> <li>• To communicate Payment Services day-to-day operational issues with customers</li> <li>• To assist employees and customers for reports as per request</li> <li>• To address audit comments (internal &amp; external), Implement measures to minimize and curtail recurrence</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
	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](http://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.**