

“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** based at **Karachi**.

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

01	Position / Job Title	Officer - Committee Coordination and Support (OG – III / OG – II)
	Reporting to	Unit Head – Committees Coordination, Enterprise Risk Management Division
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent preferably in Business / Finance / Accounting / HR from a local or international university / college / institute recognized by HEC of Pakistan • Candidates having Master’s degree and / or any other relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 02 years of experience in Banking, preferably in risk management functions such as Credit Risk and / or Market Risk and /or Operational Risk etc
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good time management skills • Good written and verbal communication skills • Proficiency in MS Office (especially Word, Excel, and PowerPoint) • Ability to follow instructions and work under supervision • Coordination and stakeholder management skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • Assist in coordinating meetings of the Enterprise Risk Committee (ERC), including preparation of agendas, compilation of meeting packs, and follow-up on matters arising • Support in drafting minutes of meetings by accurately capturing key discussions, decisions, and action points for review by senior team members • Track and follow up on action items to ensure timely closure, escalating delays where required • Liaise with internal stakeholders to collect agenda items, updates, and supporting documents for committee submissions • Maintain and update trackers for committee agendas, matters arising, and action items • Ensure proper filing, documentation, and record-keeping of committee papers in line with audit and regulatory requirements • Assist in maintaining trackers for policies, procedures, and frameworks under the Risk Management Group (RMG), ensuring timely updates and approvals • Provide administrative support to the Unit Head, including scheduling meetings, handling correspondence, and managing basic coordination tasks • Support compliance with internal governance standards and regulatory expectations (e.g., documentation readiness for audits and reviews) • To perform any other assignment as assigned by the supervisor(s)

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.