

“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	Officer IS Coordination (OG-III / OG-II)
	Reporting to	Unit Head IS Coordination and Supplier Management
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidate having Bachelors in Commerce, Science and Engineering will be preferred
	Experience	- Minimum 01 year of experience in general administration and / or procurements and / or budgeting and / or related areas - Candidate having relevant working experience in banking or large scale organization will be preferred
	Other Skills / Expertise / Knowledge Required	- Sound knowledge of Information Security function - Well versed with SBP guidelines regarding Information Security - Excellent interpersonal and people management skills - Expertise in incident management, cyber security monitoring and detection tools
	Outline of Main Duties / Responsibilities	- To support administration related activities for Information Security Division (ISD) - To assist in preparation of ISD Annual Budget in line with the previous year’s overheads and expected expenses in coming year and monitor the approved budget & control over expenses during the year - To maintain complete MIS / data of ISD staff and arrange HR related reports generated and sent to HRMG through HR Business Partner - To update / maintain skeleton files of ISD personnel for ready reference - To do filing of important documents in relevant files maintained at Admin Wing - To maintain / recording of date wise outgoing mails in dispatch register - To support in travel arrangements - To maintain and keep a regular track of ISD deadstock items - To maintain records / data of ISD staff w.r.t. leave, punctuality & transfer posting - To coordinate / communicate with Recruitment Wing of HRMG for new hiring - 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.