

“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 positions in the area of **Operations** based in **Karachi**.

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

01	Position / Job Title	Officer – ADC Settlements (OG - III / OG - II)
	Reporting to	Unit Head – ADC Settlement
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidates having a Master’s degree and / or relevant certification(s) will be preferred
	Experience	Minimum 02 years of banking experience, preferably in settlements of ADC transactions
	Other Skills / Expertise / Knowledge Required	- Proficient in MS Office suite (Outlook, Excel, Word, Power Point) - Knowledge of banking regulations and compliance requirements related to electronic transactions / ADCs recon / settlements - Understanding of IT systems / reconciliation tools will be an added advantage - Effective team player - Good communication / interpersonal skills
	Outline of Main Duties / Responsibilities	- To perform the daily settlement of transactions across various ADCs and ensure its timelines - To conduct regular reconciliation of transaction records, identify and resolve discrepancies promptly - To ensure compliance with regulatory requirements, internal policies and best practices in transaction reporting and processing - To act as a point of contact for resolving issues related to transaction settlements, collaborating with other departments as needed - To monitor and maintain the integrity of systems and tools used for transaction processing and settlement - To generate regular reports for management on settlement efficiency, error rates and other relevant indicators - To coordinate with relevant branches / region / 1link / member banks / SBP / schemes for immediate settlement claims - To address audit comments (internal & external), implement measures to minimize and curtail recurrence - To perform any other assignment as assigned by supervisor
	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.

