

NATIONAL BANK OF PAKISTAN

CAREER OPPORTUNITY

“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 **Special Assets Management** based in **Karachi**.

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

01	Position / Job Title	Personal Staff Officer (PSO) (OG - I)
	Reporting to	Group Chief – Special Assets Management
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by HEC of Pakistan - Candidates having a Master’s degree and / or any other relevant professional qualification will be preferred
	Experience	Minimum 04 years of experience in Banking and / or Financial Institution(s), out of which at least 02 years in MIS Reporting and / or Secretarial Work / Reporting
	Other Skills / Expertise / Knowledge Required	- Excellent communication and interpersonal skills - Good analytical skills - Proficient in MS Office, specially MS Excel - Good understanding of secretarial work - Ability to prioritize and accomplish tasks with strict deadlines - Team player, goal oriented and result driven
	Outline of Main Duties / Responsibilities	- To assist Group Chief in Group Chief Secretariat and organize meetings of Group Chief in a schedule manner - To look after the secretarial work of Group Chief Secretariat - To liaise between Division / Wings and Departments of SAMG for smooth running of office affairs - To maintain files / office notes / memos / MCC memos that pertains to Group Chief Secretariat - To analyze portfolio for write off / waiver cases and process for approval - To conduct financial review of tagged accounts for identification of relevant risks and opportunities to help in credit decision making - To make client calls in coordination with respective head and maintain the call plan / logs accordingly in order to maintain the auditable trail - To prepare various MIS reports related to the assigned portfolio - To perform any other assignment as assigned by 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.



National Bank of Pakistan
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