

“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 **Inclusive Development** based at **Karachi**.

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

01	Position / Job Title	Portfolio Management Officer - SME (OG-II / OG-I)
	Reporting to	Unit Head - Portfolio Management
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognize by the HEC of Pakistan • Candidates having a Master’s degree in Business and / or any other professional certifications such as AIBP, JAIBP will be preferred
	Experience	• Minimum 04 years of banking experience in MIS regulatory reporting and / or business analytics and / or portfolio management • Candidates with experience in SME or Commercial Banking within a large commercial bank will be preferred
	Other Skills / Expertise / Knowledge Required	• Strong understanding of SME credit, portfolio management, performance monitoring and portfolio analytics • Sound knowledge of SBP regulations, banking policies and market dynamics relevant to SME • Proficient in MS Office Suite (Outlook, Excel, Word, Power Point) • Ability to work under pressure • Strong analytical, structuring and problem solving skills • Ability to manage multiple tasks, organize priorities and meet targets
	Outline of Main Duties / Responsibilities	• To assist in the preparation, consolidation and maintenance of portfolio MIS, dashboards, and periodic performance reports • To support the collection, validation and reconciliation of data received from Regions and Business Units for regulatory, financial, management, IFRS and audit reporting requirements • To maintain trackers related to regulatory schemes, portfolio expiries, including deferrals, insurance, and renewals and coordinate follow ups with relevant stakeholders • To coordinate with internal stakeholders including Business, Risk, Recovery / SAM, Finance and IT, to ensure data accuracy and timely submission of reports • To perform data cleansing, maintain reporting documentation, and provide analytical support for portfolio monitoring and reporting activities • To assist in identifying data discrepancies, preparing reconciliations and supporting the implementation of process improvements to enhance reporting efficiency and accuracy • To ensure proper record keeping and maintenance of reporting files, working papers and supporting documentation for audit and regulatory purposes • 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.