

01	Position / Job Title	Processing Officer – Asset Restructuring Wing (OG-III)
	Reporting to	Wing Head – Asset Restructuring Wing
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having Master's Degree and / or any other relevant professional qualification will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 01 year of experience preferably in FI and handling of Corporate or Commercial Recovery / Corporate or Commercial Credit Risk Management / Corporate or Commercial Business • Candidates having experience of relevant litigation will be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Knowledge of Corporate / Commercial Banking processes • Awareness of SBP Prudential Regulations • Good communication, interpersonal and analytical skills • Effective team player • Service oriented proficiency in Windows and MS-Office (Word, PowerPoint and Excel) • Ability to prioritize and accomplish tasks with strict deadlines
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To assist the supervisor in developing and implementing strategy for remedial management of non-performing portfolio of the Bank • To assist in preparing proposals for out of court settlements / rehabilitation / restructuring / rescheduling for approval • To assist in implementing approved rescheduling / restructuring in accordance with Bank's policy and State Bank of Pakistan's regulations • To assist the supervisor in conducting 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 to maintain the auditable trail • To prepare various MIS related to the assigned portfolio • To assist and help the supervisor ensuring compliance with all external (State Bank of Pakistan's Prudential Regulations) and internal (credit policies, etc.) regulatory requirements • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi