

“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 at **Karachi**.

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

01	Position / Job Title	Processing Officer – Classified Accounts Reconciliation (OG-III / OG-II)
	Reporting to	Wing Head – Portfolio Management and SBP Coordination 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 02 years of experience in a bank and / or financial sector, out of which 06 months in MIS and / or MIS reporting • Candidates having experience in the area of data management and / or dashboard reporting and / or business intelligence would be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Excellent database management skills • Detail oriented • Ability to prioritize and accomplish tasks • Proficient in MS Excel • Well aware of SBP Prudential Regulations
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To coordinate with IT for Core Banking Application System generation for NPL accounts • To prepare and post Debit and Credit vouchers to profile system as and when required • To check transaction(s) for NPLs accounts as and when required • To prepare statement of classified advances on monthly basis on system based software • To develop relevant MIS related to portfolio progress on monthly targets for Management review • To generate pertinent reports as and when required • To ensure 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)
	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

	<ul style="list-style-type: none"> • 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)
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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.