

“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 **Risk Management**.

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

01	Position / Job Title	Processing Officer (OG-II)
	Reporting to	Senior Credit Officer - Credit Risk Management Division
	Educational / Professional Qualification	Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan
	Experience	Minimum 02 years of experience in banking and / or financial institution. Candidates having experience in Corporate and / or Commercial and / or SME and / or Agriculture financing either in the business and / or in risk management in a commercial bank will be preferred
	Other Skills / Expertise / Knowledge Required	- Proficient in MS Word, Excel, Power Point - Ability to handle MIS professionally - Understanding of zoom and virtual meeting platforms - Good communication and drafting skills - Good interpersonal skills and a positive attitude
	Outline of Main Duties / Responsibilities	- To prepare presentations, reports, briefs, emails and official correspondence for the Executive - To manage calendar, including scheduling meetings (virtual and in-person), appointments and events - To coordinate travel arrangements including itineraries, bookings and logistics - To record and circulate accurate minutes of meetings and ensure timely follow ups on action items - To maintain regular follow ups with internal and external stakeholders to ensure timely execution of tasks - To support staff with document preparation and administrative requirements - To maintain organized filing systems (physical and digital), ensuring proper indexing and easy retrieval - To handle incoming communications including emails, calls and correspondence professionally - To maintain and update MIS, trackers and reports as required by the Executive - To monitor and manage office supplies inventory and coordinate procurement when necessary - To ensure cleanliness, organization and professional upkeep of the executive office - To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi

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.