

“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-III / OG-II)
	Reporting to	Chief Credit Officer - Retail and Program Lending Division
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidates having Master’s degree and / or any other relevant professional certification will be preferred
	Experience	Minimum 02 years of banking experience out of which 01 year in similar role and / or in support function
	Other Skills / Expertise / Knowledge Required	- Basic knowledge of MS Office (Word, Excel, Outlook) - Good verbal and written communication skills - Ability to multitask and prioritize tasks - Good organization and time management skills
	Outline of Main Duties / Responsibilities	- To manage the Divisional Head's calendar, daily office operations and all correspondence with full confidentiality and professionalism - To prepare, track and file approval notes, memos and regulatory documents for timely sign off and audit ready record keeping - To maintain organized electronic and physical filing systems to ensure ready access to divisional records and critical information - To coordinate staff logistics including IT equipment, stationery, seating and meeting arrangements in liaison with support functions - To track, reconcile and report all divisional expenses in compliance with financial policies and approved budgets - To support hiring workflows and maintain accurate records on attendance, leave balances and performance review cycles - To liaise with internal departments, Head Office secretariats and external stakeholders on behalf of senior divisional management - To collaborate across executive offices to ensure seamless administrative workflow and undertake ad hoc assignments as directed - To perform any other assignment 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.