

“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 **Operations** based in **Karachi**.

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

02	Position / Job Title	Quality Assurance Analyst (OG-III / OG-II)
	Reporting to	Unit Head - Quality Assurance
	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 a Master’s degree and / or relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 02 years of banking experience in Internal Controls / Compliance / Audit / Risk Management
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Basic understanding of relevant laws, standards, regulatory requirements and bank’s policies / procedures • Proficient in MS Office suite (Outlook, Excel, Word, PowerPoint) • Detail-oriented with a strong sense of ethics and integrity • Good analytical and critical thinking skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To review the results of various testing, including but not limited to Branch Operations Control Testing (BOCT), Internal Control Over Financial Reporting (ICFR), Risk and Control Self-Assessment (RCSA), Thematic etc.) and give feedback for further improvement, if any • To analyze control testing / thematic reviews report and suggest enhancements, developments in order to improve quality standards and parameters of control testing • To maintain detailed records of QA activities, create reports, and provide feedback on quality issues and findings • To review and suggest improvements for operational workflows to enhance quality and efficiency within the required processes • To remain up-to-date with changes in banking regulations and ensure that the Bank’s practices are aligned with evolving regulatory requirements • To review and resolve the quality concerns raised by internal or external auditors • To work closely with the various stakeholders like Risk Management, Internal Audit, and Compliance to ensure an integrated approach to quality assurance • To devise a plan to implement validation process and perform validations of operational activities • To provide training to employees on Quality Assurance (QA) processes, industry regulations, and compliance standards to foster a culture of quality • 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.