

“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 positions in the area of **Operations** based in **Karachi**.

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

| 01 | Position / Job Title                                 | Remittances Officer (OG - II / OG - I)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|    | <b>Reporting to</b>                                  | <ul style="list-style-type: none"> <li>Unit Head – Remittance Scrutiny &amp; MIS Reporting</li> <li>Unit Head – Inward Remittance Processing</li> <li>Unit Head – Outward Remittance Processing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | <b>Educational / Professional Qualification</b>      | <ul style="list-style-type: none"> <li>Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan</li> <li>Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <b>Experience</b>                                    | <ul style="list-style-type: none"> <li>Minimum 03 years of experience in Foreign Exchange Centralized Remittances and / or Payment Services related areas</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Other Skills / Expertise / Knowledge Required</b> | <ul style="list-style-type: none"> <li>Knowledge of relevant SBP regulations</li> <li>Operational knowledge of SWIFT system and SWIFT messaging</li> <li>Understanding of processing cycle of Foreign Centralized Remittance</li> <li>Good communication and interpersonal skills</li> <li>Good knowledge of ITRS</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | <b>Outline of Main Duties / Responsibilities</b>     | <ul style="list-style-type: none"> <li>To process all inward commercial remittance requests received from SWIFT ensuring compliance of Bank’s policies and all prevailing SBP regulations</li> <li>To coordinate with branches for submission of required documents in accordance with SBP Foreign Exchange manual and Anti-Money Laundering / Combating the Financing of Terrorism (AML / CFT) guidelines</li> <li>To coordinate between different units to obtain required information and response on a timely basis</li> <li>To refer back discrepant cases to respective branches in a timely manner and follow up for resubmission after rectification</li> <li>To monitor daily complaints pertaining to remittances and coordinate with respective branch staff and complaint management team for timely resolution</li> <li>To ensure transactions due diligence through scrutiny of necessary documents &amp; Customer Profile</li> <li>To manage complaint / query handling / amendment &amp; cancellation requests with Foreign Banks</li> <li>To provide acknowledge copy of transmitted SWIFT message to the branches after receipt from SWIFT OPS</li> <li>To receive requests and documents from the Branches and maintain MISs</li> <li>To maintain and execute ITRS reporting as per prevailing SBP rules and regulations</li> <li>To perform any other assignments as assigned by the supervisor(s)</li> </ul> |
|    | <b>Assessment Test / Interview(s)</b>                | Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <b>Employment Type</b>                               | 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](http://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.**