

“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** based at **Karachi**.

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

01	Position/Job Title	Support Staff Officer (OG-III / OG-II)
	Reporting to	Divisional Head – Enterprise Risk Management Division
	Educational/ Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by HEC Candidates having Master’s degree will be preferred
	Experience	<ul style="list-style-type: none"> Minimum 01 year of experience in Financial Institution in a similar role (preferably within Risk Management) in executive support function
	Other Skills/ Expertise/ Knowledge Required	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To perform general clerical duties, including photocopying, scanning, filing, and data entry To manage incoming and outgoing correspondence (emails, letters, packages, etc.) To maintain and organize office supplies inventory and place orders where necessary To assist in scheduling meetings, appointments, and taking meeting minutes To maintain all important records with proper filing and indexing To support staff with document preparation and other administrative tasks To ensure cleanliness and orderliness of the office area To handles basic telephone and front desk operations 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.