

“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(s) in the area of **Aitemaad Islamic Banking**.

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

<b>01</b>	<b>Position / Job Title</b>	<b>Teller (OG-III / OG-II)</b>
	<b>Reporting to</b>	Branch Operations Manager
	<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</li> <li>• Candidates having Master’s degree / Islamic Banking certification / degree or diploma from university / college / institute recognized by the HEC will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 01 year of relevant banking experience</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of SBP Prudential Regulations (PRs) regarding Cash Management</li> <li>• Good understanding of branch banking operations</li> <li>• Good communication and customer-handling skills</li> <li>• Excellent cash-handling skills</li> <li>• Good team player</li> <li>• Proficient in MS Office suite (MS Outlook, MS Excel, MS Word, MS PowerPoint)</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To receive cash from Branch Operations Manager / Supervisor, record denominations for cashier / sorting functions, request for additional cash as and when required till close of business hours</li> <li>• To provide account services to customer(s) by receiving deposits and withdrawals in customer account</li> <li>• To facilitate remittance, various utility bills collection, Government receipts/payments and agency based collection</li> <li>• To ensure effective vault management and holding of cash keys as per Bank SOP</li> <li>• To forward cheque (s) beyond assigned limit to Branch Operations Supervisor / Branch Operations Manager for authorization and disbursement (PKR &amp; FCY) cash only after posting of cheque into system</li> <li>• To count &amp; sort cash as per SBP directives and match with the details of deposit slip, enter details into system, credit customer’s account and forward deposit slip beyond assigned limit to Branch Operations Supervisor / Branch Operations Manager for authorization and return the carbon copy of deposit slip to the depositor</li> <li>• To receive, check &amp; process Funds Transfer &amp; ATM related transactions &amp; their balancing</li> <li>• To handle customer’s request like change of currency notes etc, respond according to the prevailing procedures and guide customer to contact the concerned staff in case of any irrelevant query</li> <li>• To maintain highest standards of customer service at all times to ensure zero complaint management and handling of customers within Turn Around Time (TAT)</li> <li>• To balance / sort cash and preparation of Cash Book and to check cash before day-end with system generated reports and maintenance of related records</li> <li>• To balance of cash vouchers and posting of all cash related transactions into system</li> <li>• To cross-sell bank products by answering queries, informing customers of new services and</li> </ul>

	<p>product promotions, ascertaining customers' needs and refer them to Operations Manager / Branch Manager</p> <ul style="list-style-type: none"> <li>• To ensure availability and disbursement of fresh cash over the counters as per SBP directives</li> <li>• To balance / reconcile sorted, unsorted, re-issuable, defective and new currency notes prior to placing the same in cash vault before end of each working day</li> <li>• To identify and immediately inform any unusual or suspicious (STR) cash flow activity to operations manager</li> <li>• To ensure that all related GL Accounts related to cash are periodically reconciled and balanced with actual records</li> <li>• To maintain all files, registers / documentations and ensure comprehensive records maintenance related to daily cash operations</li> <li>• To be responsible for sufficient replenishment of ATM on as and when required basis and also ensure that ATM is functioning uninterruptedly during long weekends and other holidays</li> <li>• To ensure all Audit requirements and observations are addressed (both internal and external) related to cash management and implement measures to minimize and curtail recurrence</li> <li>• To ensure compliance of Banking Laws, Regulations, Banking instructions and SOP including Shariah Compliance related to all jobs and assigned tasks</li> <li>• To perform any other assignment as assigned by the Supervisors(s)</li> </ul>
<b>Place of Posting</b>	Karachi, Gujranwala, Vehari, Mandhal Gujar Khan, Gilgit, Quetta, Gujrat, Mansehra and Kotli AK
<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.**