

“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:

01	Position / Job Title	Unit Head - Payments, Cash Management Operations (AVP / VP)
	<b>Reporting to</b>	Wing Head - Payments, Cash Management Operations
	<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 08 years of banking and / or fintech experience, out of which 04 years in relevant role in Cash Management Operations and / or Transaction Banking and / or Employee Banking and / or Salary Processing and / or Payments Solutions</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Good knowledge of payment products</li> <li>• Proficiency in MS Office</li> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent organization skills, attention to details and proactive working attitude</li> <li>• Ability to lead and manage team effectively</li> <li>• Goal driven with the ability to persuade individuals with decision making authority</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To prepare / maintain records of cash management salary mandates and bank account reconciliation</li> <li>• To prepare accurate MIS statements and evaluate monthly account statements</li> <li>• To ensure reconciliations, daily operations support, customer inquiries, and maintaining record with a good understanding of operational process as per prudential regulations</li> <li>• To monitor and support customers, convey a professional / knowledgeable and confident demeanor over the phone</li> <li>• To assist customers regarding cash management services</li> <li>• To process and maintain records for all accounts as per TAT</li> <li>• To evaluate / monitor all balances of daily overdrafts</li> <li>• To address audit comments (internal &amp; external), implement measures to minimize and curtail recurrence</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
	<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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 interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**