

“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 **International, Financial Institutions & Remittances** based at **Karachi**.

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

01	Position / Job Title	Wing Head - Operations and Compliance (VP)
	Reporting to	Divisional Head - Governance & Control Division
	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 Master’s degree and / or any other relevant professional certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 08 years of financial sector experience with at least 04 years in Banking Operations and / or compliance and / or internal control and / or related role • Candidates working in large scale Commercial Bank(s) will be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills • Proficient in MS Excel, Power Point and MS Word • Strong Leadership and Managerial skills • Good understanding of Banking Operations / SBP regulations and Banking Laws • Ability to prioritize and accomplish tasks with strict deadlines • Team player, goal oriented and result driven
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To oversee preparation of annual Job Objectives and Job Descriptions and lead the performance appraisal process for IFRG-HO and overseas staff • To manage hiring approvals, operational expense notes, and the processing of promotions, transfers, postings, and staff rotations in collaboration with HRMG • To conduct orientation and briefing programs for Pakistan-based executives assigned overseas and maintain IFRG organizational charts with required internal and Board approvals • To arrange and administer overseas official visits, including obtaining Government of Pakistan NOCs, and oversee staff records, leave, medical coverage, loans, and hospitalization support • To coordinate retirement cases, email / biometric clearance, and ensure adherence to HR policies, including accurate maintenance of leave records • To prepare agenda papers for Board and committee approvals and oversee salary adjustments for local staff employed at overseas branches and offices • To lead development and implementation of the Overseas Posting Policy, covering tenure management, repatriation, and rotations, and supervise annual budget preparation with FCG • To manage overseas branch / office lease agreements and renewals, ensuring operational and financial compliance • To facilitate SBP-mandated training programs for overseas staff and coordinate procurement requests, deadstock monitoring, and renewal of professional memberships • To liaise with Audit, Inspection, Compliance, and ITDG to support oversight, remediation, and implementation of projects at international branches and subsidiaries

		<ul style="list-style-type: none"> • To oversee handling of complaints and whistleblower cases, and ensure strong record management, dispatch operations, and maintenance of IFRG master files • To supervise Nostro account reconciliations for overseas branches and monthly expense reconciliations with FCG, ensuring timely resolution of discrepancies • To manage SBP approvals for overseas fee remittances and undertake additional assignments entrusted by supervisors or senior management • To perform any other assignment as assigned by supervisor(s)
--	--	---

Assessment Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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 interview.

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