

“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 **Compliance** based at **Karachi**.

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

01	Position / Job Title	Wing Head – Regulatory Compliance, Policy Advisory & Governance Wing (VP / SVP)
	<b>Reporting to</b>	Divisional Head – Regulatory Compliance, SBP Inspection and Coordination Division
	<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 and / or relevant certification(s) will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 08 years of banking experience in regulatory compliance and / or advisory governance function, out of which 03 years in managerial / supervisory role</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and analytics skills</li> <li>• Excellent in MS office</li> <li>• Good understanding of banking operations/ SBP regulations and banking laws</li> <li>• Effective team players</li> <li>• Good reporting and presentation skills</li> <li>• Ability to prioritize and accomplish task with strict deadline</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To review recommendations on the instruction circulars, policies, product papers &amp; manuals/SOPs (as &amp; when received) and maintain an MIS of the Bank’s Policies through the team</li> <li>• To develop on an on-going capability of the staff within the function to review / advise on variety of banking products</li> <li>• To develop / implement automated solutions in order to improve the flow of the policy reviews by developing standard templates &amp; implementing automated solutions</li> <li>• To act as point of contact &amp; define a process for maintenance &amp; updation of the of NBP policy(ies) database with a preemptive plan of follow-up upon a policy(ies) becoming overdue</li> <li>• To provide regulatory advice, guidance or clarification to internal stakeholders, as and when required. This can be done either internally or reaching out to the regulator</li> <li>• To maintain a coordinational relationship with the relevant functions in SBP</li> <li>• To continuously improve the capability of staff when it comes to regulatory advisory</li> <li>• To own the compliance framework, policies, procedures and programs and responsible for their regular updates through all stakeholders</li> <li>• To maintain / seek / develop related tools, resources, procedures to ensure operationalization of the related portions of the compliance program applicable on regulatory compliance &amp; governance</li> <li>• To ensure the circulation of Compliance bulletins as per frequency</li> <li>• To liaise end to end with SBP &amp; PBA on matters pertaining to Regulatory attention, especially related to RCW</li> <li>• To finalize the Compliance Committee of Management (CCM Agenda. Timely convene Compliance Committee of Management (CCM), escalate critical Compliance issues to CCM and Board Risk &amp; Compliance Committee (BRCC)</li> <li>• To ensure timely dissemination of CCM and Board related action items Maintain the minutes of the CCM</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure timely escalation of the issues related to the wing to DH/CCO/GC/CCM and BRCC, wherever required</li> <li>• To ensure best management practices in managing the staff, backups &amp; day-to-day administration including availability of staff, absences as well as merit based performance appraisals</li> <li>• To carry out any other tasks assigned by the Divisional Head or Chief Compliance Officer (CCO)</li> <li>• To continuously improve the capability of the staff when it comes to regulatory advisory either by getting the SME's onboard or by ensuring the training for the existing ones</li> <li>• To maintain a coordinational relationship with the relevant functions in SBP</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
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<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.**