

“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	Account Opening Officer – Roshan Digital Account (OG - III / OG - II)
	Reporting to	Team Lead – Roshan Digital Account
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidates having a Master’s degree or any professional degree will be preferred
	Experience	Minimum 01 year of Banking / Financial Institution / FinTech experience in Centralized Account Opening unit and / or similar function to onboard overseas / Roshan Digital Accounts (RDA) customers through digital channels
	Other Skills / Expertise / Knowledge Required	- Thorough knowledge of Core Banking Solutions / Enterprise Applications - Well aware with Regulatory AML / CFT / CPF guidelines - Good communication skills - Strong problem-solving skills, fast-learning and an ability to work with data - Proficiency in MS Office Suite
	Outline of Main Duties / Responsibilities	- To onboard Roshan Digital Accounts (RDA) customers as per documentary / policy checklist - To scrutinize and verify customer’s information and documents considering Bank’s policies and SBP Regulatory Guidelines; and seek additional information / documents if required - To handle risk classified accounts (Medium and High Risk) according to Bank’s policies and escalation to relevant teams for completion of information, documents and required approvals - To receive Specimen Signature Cards of RDAs from branches for uploading in system - To ensure that standard Regulatory turn-around-time is being observed strictly for opening of RDAs - To assist team leader in maintenance of application processing quality standards and TATs - To ensure compliance with instructions and policy guidelines received from higher authorities, Compliance Group and Regulators - To generate periodical MIS for tracking unsupervised accounts available in system and follow up with concerned teams / groups - To ensure that Bank’s RDA targets are being achieved and keep active communication with concerned teams of other groups - To ensure processing accuracy and high standards of quality for avoidance of rework and audit observations - 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.