"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 **Risk Management.**

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

01	**Position / Job Title**	**Admin Officer (OG-II / OG-I)**
	Reporting to	Unit Head - General Administration - SME Risk and RMG HR & Administration
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan
	Experience	• Minimum 02 years of Banking experience and / or Financial Institution in HR and / or Administration • Candidates having exposure of supporting and managing staff affairs related to general administration will be preferred
	Other Skills / Expertise / Knowledge	• Good Communication Skills • Good team player with ability to prioritize and accomplish tasks • Must be good in Microsoft Office (MS Excel, Power Point & Word)
	Outline of Main Duties / Responsibilities	• To manage day to day general administrative activities and ensure smooth office operations • To assist in preparing reports, purchase requests and managing portal of ticket management system • To process administrative requests related to office supplies, repair, maintenance and facilities • To liaise with internal departments, vendors and service providers for administrative matters • To assist in preparing reports, budgets, purchase requests and managing portal of ticket management system • To ensure compliance with organizational policies, procedures and administrative controls • To maintain official records, files, correspondence and administrative databases • To maintain and reconcile records of dead stock and fixed assets in coordination with all stakeholders • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi

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.