

“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 professionals for the following position in the area of **Logistics, Communications & Marketing** based in **Karachi**.

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

01	Position / Job Title	Divisional Head – Bank Services (SVP / EVP)
	Reporting to	Group Chief – LCMG
	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 of Pakistan • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 15 years of Banking experience, out of which at least 05 years as Head of Logistics and General Administration
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good analytical thinking with strong business acumen and problem-solving skills • Ability to work effectively and manage time efficiently, particularly when under pressure and dealing with work related ambiguities & conflicts • Excellent written & verbal communication with good interpersonal skills • Strong people management skills • Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To manage fleet operations, including the procurement, maintenance, and disposal of Bank’s vehicles • To oversee Travel & Protocol Services for Bank staff, including ticketing, accommodation, Bank Rest Houses, and cafeteria services at the Head Office • To manage properties (both owned and rented), including procurement or rental arrangements, ongoing maintenance, and eventual disposal • To ensure effective Security Management, covering both physical and electronic security of Bank’s properties and premises • To oversee the Management of Outsourced Services, including the deployment and performance of outsourced resources through service providers across the Bank’s franchise • To handle Stores & Stationery Management, including the procurement and distribution of general and printed stationery, ensuring adequate planning, inventory control, and reconciliation • To coordinate with various functionaries at Branches, Regional Offices, and the Head Office regarding the above functions • To manage Regional Executives (Support Services) posted at Regional Offices in relation to the aforementioned functions • To coordinate with internal and external agencies for efficient execution of responsibilities related to the above areas • To improve and develop policies and procedures pertaining to all the above support services functions for enhanced efficiency and compliance • To perform any other assignment as assigned by the 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.