

“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:

<b>01</b>	<b>Position / Job Title</b>	<b>Processing Officer (OG - II)</b>
	<b>Reporting to</b>	Senior Credit Officer – Credit Risk Management 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 of Pakistan</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 02 years of experience in banking / financial institution</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Proficient in MS Word, Excel, PowerPoint</li> <li>• Ability to handle MIS professionally</li> <li>• Understanding of Zoom and virtual meeting platforms</li> <li>• Good communication and drafting skills</li> <li>• Good interpersonal skills and a positive attitude</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle &amp; Present MIS as per Executives requirements</li> <li>• Prepare presentations, reports and charts using MS Office</li> <li>• Manage zoom meetings, including scheduling, hosting and troubleshooting</li> <li>• Manage calendars, schedule meetings and coordinate daily appointments</li> <li>• Maintain records, files and departmental documentation in an organized manner</li> <li>• Draft letters, emails, notes, minutes of meeting and internal communications</li> <li>• Ensure confidentiality, professionalism and timely completion of tasks</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
	<b>Place of posting</b>	Karachi

<b>Assessment Test / Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or 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 test / interview.

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