

“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(s) in the area of **Audit & Inspection**.

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

01	Position / Job Title	Section Head - Administration / Planning Officer (OG-I)
	Reporting to	Wing Head – Admin & Planning
	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 Master’s Degree would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 04 years of working experience in Audit and / or Finance and / or Compliance and / or Operations and / or Administration
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good communication, negotiation and report writing skills • Well versed in Microsoft Office applications (Word, PowerPoint, Excel) • Good analytical skills with attention to detail
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To manage administrative matters including but not limited to handling leave sanction, joining and relieving of the employees, transfer / postings, maintaining and updating of staff strength, etc. and any other staff related matters as assigned • To assist in preparing annual budget and variance reports of the Group • To assist in preparing Office Notes for approval of expenditure incurred and their onward forwarding to FCG for payment • To assist in preparing memos for Board Audit Committee (BAC) pertaining to Wing's affairs • To respond to the queries and provide information to relevant department as assigned by the supervisor • To check and process overseas and inland transit allowance bills as and when required • To coordinate with supervisor and prepare Trainings Need Analysis (TNA) for A&IG • To check and compile staff appraisals for onward submission • To perform any other assignment as assigned by 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.