

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

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

01	Position / Job Title	Security Executive (OG-I /AVP)
	Reporting to	Department Head - Bank Services
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	• Minimum 05 years of work experience in Security Management / Administration or in a related field • Candidates having experience in public sector organizations would be preferred
	Other Skills / Expertise / Knowledge Required	• Strong knowledge of security systems, including CCTV, access control, and alarm systems • Hands-on experience with vendor and contract management for security services • Ability to conduct security risk assessments and implement preventive measures • Excellent coordination skills with law enforcement, emergency services, and regulatory bodies • Familiarity with health, safety, and security compliance standards • Strong leadership and team management skills with the ability to supervise guards and security staff effectively • Proficiency in MS Office (Word, Excel, PowerPoint) and basic knowledge of security management software • Strong communication, problem-solving, and decision-making abilities • Ability to work under pressure and respond promptly in emergency situations
	Outline of Main Duties / Responsibilities	• To coordinate with Regional Offices for the timely submission of all required security-related reports and information • To compile, analyze security reports received from Regional Offices to identify discrepancies, inconsistencies, or gaps in compliance, and their rectification • To implement, and enforce security policies, procedures, and protocols to maintain a safe and compliant workplace • To monitor access control systems, CCTV surveillance, and alarm systems to prevent unauthorized access and ensure quick response to incidents • To oversee budgeting, maintenance of security equipment and systems, ensuring cost-effectiveness and operational readiness • To conduct regular risk assessments, identify vulnerabilities, and recommend improvements to strengthen overall security measures • To process routine security-related cases, correspondence, and documentation for necessary approvals • To maintain service-level agreements (SLAs) with security vendors and ensure timely resolution of issues related to personnel or systems • To prepare periodic reports and presentations on security performance, incident trends, and mitigation actions for senior management • To support onboarding and offboarding processes by managing access credentials, ID

	issuance, and facility clearance • To support the Security Department in executing special projects, and security audits as assigned • To ensure full compliance with organizational policies and applicable security regulations • 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.