

“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 **Operations** based in **Karachi**.

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

01	Position / Job Title	Senior Officer – RDA Investments Settlement (OG - II / OG - I)
	Reporting to	Incharge – RDA Investments Settlements
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidates having a Master’s degree or any professional degree will be preferred
	Experience	• Minimum 02 years of banking experience in Treasury Operations and / or Payment Services related areas • Preference will be given to the candidates having hands-on experience in settlement of RDA products
	Other Skills / Expertise / Knowledge Required	• Adequate understanding of treasury products and Business acumen • Proficient in use of MS Office • Hands-on experience in Core Banking & Treasury Applications • Well versed with SBP guidelines regarding Treasury operations • Ability to work independently and meet deadlines • Good communication and analytical skills
	Outline of Main Duties / Responsibilities	• To ensure processing end-to-end settlement of treasury investment deals, including issuance of NPCs, Equities & FI under the defined TAT • To execute maturing deals, manage profit / interest payments and settle premature encashment upon request • To record investment bookings accurately in Treasury and Core Banking system • To ensure daily reconciliation of Treasury positions / Securities / Nostro Accounts / Settlement balances / SBP vs System balances to identify and escalate the variances • To perform daily reconciliation pertaining to GLs and resolve discrepancies • To establish key MIS reports reflecting Investment Portfolios / outstanding position / upcoming maturities / Profit Payments • To prepare reports / MIS for internal consumptions or as & when SBP requires • To identify process gaps and recommend automations or process improvement for efficiency and risk reduction • To be responsible for data acquisition for Audit or internal / external inspections as and when required • To liaison strong correspondence with internal and external stakeholders • To support teams to streamline operations, possible automations and in updating SOPs • To ensure meticulous compliance to SBP relevant guidelines & related internal policies for Treasury operations • To timely escalate major / pending issues to the Supervisor • 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.