

“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 Remittance Settlement (OG - II / OG - I)
	Reporting to	Incharge – RDA Remittance Settlement
	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 Foreign Exchange Remittances preferable in Roshan Digital Accounts
	Other Skills / Expertise / Knowledge Required	- Knowledge of relevant SBP regulations - Operational knowledge of SWIFT system and SWIFT messaging - Understanding of processing cycle of Foreign Centralized Remittance - Good communication and interpersonal skills - Good knowledge of all ITRS and other regulatory RDA Reporting
	Outline of Main Duties / Responsibilities	- To process all inward and outward RDA remittance requests received in accordance with prevailing RDA Regulation ensuring compliance of Bank policies - To coordinate with stakeholders / branches for submission of required documents in accordance with SBP Regulation for RDA and Anti-Money Laundering / Combating the Financing of Terrorism (AML / CFT) guidelines - To comply transaction Due Diligence through scrutiny of necessary documents & Customer Profile - To coordinate between different units to obtain required information and response on a timely basis - To revert discrepant cases to respective stakeholders / branches in a timely manner and follow up for resubmission after rectification - To monitor daily complaints pertaining to RDA remittances and coordinate with respective RM / branch staff and Complaint management team for timely resolution - To ensure timely handling / processing of Complaint / Query handling / Amendment & Cancellation requests - To provide acknowledgment copy of transmitted SWIFT messages to the respective stakeholders / branches after completion of Outward Remittances - To receive requests and documents from the stakeholders / branches and maintain MIS of all processed and pending transactions - To ensure timely and accurate submission of all ITRS and other RDA regulatory reporting - 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.