

“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 **Financial Control** based at **Karachi**.

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

01	Position / Job Title	Unit Head - Insurance Claims Unit (OG-I / AVP)
	<b>Reporting to</b>	Wing Head - Assets Insurance Wing
	<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> <li>• Candidate having Associate of Chartered Insurance (ACII) and / or any other Insurance related professional qualification will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 04 years relevant experience in Insurance Sector and / or Insurance Brokerage House and / or banks</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Good understanding of Insurance Industry Standards / Practices / Market Rates</li> <li>• Good Knowledge of Insurance Ordinance &amp; Amendments</li> <li>• Good Knowledge of Legal Documents pertaining to Insurance</li> <li>• Good Knowledge of Insurance Arbitrage &amp; Reinsurance</li> <li>• Excellent business communication, report writing and analytical skills</li> <li>• Proficiency in MS Excel, Power Point &amp; Word along with basic understanding of Power BI</li> <li>• Details oriented with high level of accuracy</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To review insurance policies for its adequacy of coverage</li> <li>• To review premium rates and negotiation with insurer to make it market compatible</li> <li>• To liaise with Regions / Branches / Groups at head office to compile sum insured, validity of data and calculation of premium</li> <li>• To prepare Memo’s seeking approval of competent authority</li> <li>• To timely lodgment of claims and its follow up with Regions / Branches for submission of documents</li> <li>• To conduct meeting and subsequent follow up with Surveyors to finalize surveyor’s report</li> <li>• To conduct meeting and subsequent follow up with insurer to ensure settlement of claims on timely basis</li> <li>• To prepare MIS for outstanding claims / rented premises / temporary enhancements of coverage etc.</li> <li>• To apprise senior management with respect to status of claims and reasons for delay, if any</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
<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.**