

“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 **Risk Management** based at **Karachi**.

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

01	Position / Job Title	Wing Head – HR Administration & Coordination Wing (VP / SVP)
	<b>Reporting to</b>	Divisional Head – Enterprise Risk Management
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent preferably in Business / Banking / Accounting / Finance from a local or international university / college / institute recognized by HEC</li> <li>• Candidates having CA / ACCA / CFA will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of working experience in financial institution, out of which 03 years' experience in Regulatory Compliance and / or Internal Audit Governance and / or Credit Risk and / or Corporate / Commercial business</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Good understanding of banking processes</li> <li>• Good knowledge of dealing with regulatory and internal audit issues</li> <li>• Proficient in MS Excel, MIS reports extraction</li> <li>• Ability to act decisively in different situations, exercise good judgement and decision making in different situations</li> <li>• Ability to clearly communicate with both internal and external stakeholders</li> <li>• Good presentation and interpersonal skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To coordinate with all divisions within Risk Management Group (RMG) for consolidation, reviewing and submission of responses against SBP and External Audit observations</li> <li>• To track all open SBP, External Audit and Internal Audit observations of RMG with relevant stakeholders and ensure timely submission of evidences to Internal Audit for validation and closure</li> <li>• To ensure maintenance of updated MIS of open / closed observations and their regular reconciliation with Audit and Compliance data, for the review of head ERMD and CRO</li> <li>• To coordinate with SBP inspection teams and other external auditing entities during their inspection for provision of required information and documents in a timely manner</li> <li>• To maintain strong coordination with the Regulator for the allocation of bank wide limits of various SBP allocation schemes</li> <li>• To ensure effective management of all HR and general administration related tasks for Risk Management Group (RMG)</li> <li>• To ensure management of personal data and record for RMG staff related to their job descriptions, key performance indicators (KPIs), leaves, transfer postings, job rotations, exits, succession planning etc.</li> <li>• To ensure effective coordination with Human Resources (HR) and RMG divisional heads for timely on-boarding of new staff and replacement hiring's</li> <li>• To ensure management of staff training records</li> <li>• To ensure that all logistic requirements of RMG staff are met in timely manner with the coordination of LCMG or external vendors</li> <li>• To keep record of all third-party staff along with their placements, attendance, salaries and other benefits</li> <li>• To supervise yearly budget exercise for the group in collaboration with Finance and RMG divisions</li> <li>• To ensure reconciliation of monthly expenses viz-a-viz budget in collaboration with Finance department</li> <li>• To coordinate annual performance exercise for RMG staff, in coordination with respective divisional heads, group head and HR</li> <li>• To ensure maintenance and reconciliation of fixed assets / deadstock in collaboration with stakeholders</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>

<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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 interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**