



CAREER OPPORTUNITIES

"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 positions in the area of **Risk Management** based at **Karachi**.

01	Position/Job Title	eCIB Manager (AVP)	03	Position/Job Title	Processing Officer – SBP Returns (OG-II / OG-I)
	Reporting to	Wing Head – eCIB Wing		Reporting to	Unit Head – SBP Returns
	Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC Candidates having Master's degree and / or any other relevant certification(s) will be preferred 		Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC Candidates having Master's degree and / or any other relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> Minimum 06 years of banking experience out of which 03 years in credit information and / or regulatory reporting 		Experience	<ul style="list-style-type: none"> Minimum 03 years of banking experience out of which 01 year in regulatory reporting
	Other Skills/ Expertise/ Knowledge Required	<ul style="list-style-type: none"> Strong leadership and time management skills Excellent business communication, creative and analytical skills Detail oriented and high level of accuracy Proficiency in MS Office, VPN Client and RSA Secured ID Software 		Other Skills/ Expertise/ Knowledge Required	<ul style="list-style-type: none"> Team player with good interpersonal skills Proficient in MS Office suite (Excel, PowerPoint, Word)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To collect, check, review, consolidate and reconcile region wise eCIB received from regions / branches To rectify borrower's complaints received from SBP relating to eCIB data and its management To ensure effective correspondence with regions to resolve borrowers' complaints and to investigate the misreporting issues regarding eCIB reporting To carry-out eCIB SBP billing / compilation for recovery from respective group(s) / region(s) for settlement of SBP account To perform backup of data, documentation, system execution, coordination, management of data entry (if any) and other database related activities To ensure timely provision of credit worthiness reports (eCIB reports) to different groups / divisions of Head Office To extract data for development of MIS reports based on eCIB data and reporting to private bureaus To operate SBP eCIB software and its features efficiently To maintain online connectivity with VPN and RSA software token with SBP for maintenance of daily matters and for responding to all eCIB queries from field functionaries To liaise with SBP and field functionaries for resolving the technical reporting issues and their settlement To coordinate with internal and external auditors / stake holders for eCIB related activities To perform any other assignment assigned by the supervisor(s) 		Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To collect SBP Returns (weekly / fortnightly / monthly / quarterly / half yearly, and yearly) received from field functionaries and relevant Groups To review data for errors and inconsistencies and make necessary corrections To communicate required rectifications to concerned region(s), corporate branch(es), concerned group(s). Update the data / information at Wing level before submission to Financial Control Group / Regulator To maintain backup of data, documentation and perform other database related activities To collect and consolidate all pre-inspection data / information, maintain correspondences and files for transfer of all information To coordinate with the Regulator in respect of any query / clarification / explanation pertaining to SBP Returns activities To coordinate with internal and external auditors / stakeholders for SBP Returns activities To facilitate the coordination for on-going compliance related affairs. Gather and consolidate quarterly compliance data / information for SBP Inspection To coordinate with Audit & Inspection Group for audit related validation and evidence related issues To provide support to other departments or stakeholders as and when needed To perform any other assignment assigned by the supervisor(s)
	02	Position/Job Title		04	Position/Job Title
		Credit Analyst (AVP)			Officer – eCIB and Regulatory Reporting (OG-II / OG-I)
	Reporting to	Senior Credit Officer		Reporting to	Wing Head – eCIB Wing
	Educational/Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC Candidates having Master's degree and / or any other relevant certification(s) will be preferred 		Educational / Professional Qualification	<ul style="list-style-type: none"> Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC Candidates having Master's degree and / or any other relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> Minimum 06 years of banking experience out of which 03 years in credit processing Candidates having experience of working in large scale / public sector organization(s) will be preferred 		Experience	<ul style="list-style-type: none"> Minimum 03 years of banking experience, out of which 01 year in credit information and / or regulatory reporting Experience of working with My SQL / FTP utilities / VPN client / RSA secured ID software will be an added advantage
	Other Skills/ Expertise/ Knowledge Required	<ul style="list-style-type: none"> Sound knowledge of SME, commercial and corporate financing Awareness of SBP Prudential Regulations Good interpersonal skills and business acumen 		Other Skills/ Expertise/ Knowledge Required	<ul style="list-style-type: none"> Excellent presentation skills Proficiency in MS-Office Strong analytical and problem solving skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To analyze the borrower's financial health by horizontal and vertical analysis of the financial statements To identify inconsistencies, gaps, weaknesses in credit proposals and risks associated with financing in light of the Bank's policy and procedures To verify if the borrower is up-to-date with the mark-up payment and the principal installment To assist in analyzing credit proposals to identify risks and suggest rectification measures as per Bank's credit policy manual / regulators requirements To update the status of pending issues with respect to credit requests. Incorporate changes as advised by Senior Credit Officer To prepare MIS pertaining to credit request for onward submission to the Senior Credit Officer To ensure credit facilities are properly structured and there is no violation of the internal and external regulations / policies To assist in internal / external audits To perform any other assignment assigned by the supervisor(s) 		Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> To collect, check, review and consolidate region-wise eCIB received from regions / domestic branches To extract data for development of MIS reports based on eCIB data MIS and report to private bureaus To rectify borrowers' complaints received from SBP relating to eCIB data and its management To ensure balancing and data back-up in the eCIB system and assist the line manager in preparation and periodic reporting of the credit data To compile eCIB billing for recovery from respective groups / regions for settlement of SBP account and its management To control the system execution, coordination, back-up of data, documentation and other database related activities To coordinate with internal and external auditors / stakeholders for eCIB related activities To perform any other assignments assigned by the supervisor(s)
	Assessment Test / Interview(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			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.sidatyder.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.

(We are an equal opportunity employer)

Women, Minorities and Differently-abled Persons are encouraged to apply

PID(K)1077/23