

# 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 **Operations** based at Karachi.

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

<b>01</b>	<b>Position / Job Title</b>	<b>Unit Head – Product Delivery Support, Treasury and FI Operations (AVP / VP)</b>
	<b>Reporting to</b>	Departmental Head – Treasury Operations
	<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</li> <li>• Candidates having Master's degree and / or relevant diploma / certification will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 08 years of banking experience, out of which 06 years of experience in Treasury Operations</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of treasury products and project management</li> <li>• Proficient in MS Office suite (Word, PowerPoint and Excel)</li> <li>• Strong analytical and problem-solving skills</li> <li>• Good communication, writing and interpersonal skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To monitor treasury operations products, design controls, and management information systems (MIS), ensuring their implementation</li> <li>• To automate treasury processes to enhance efficiency and effectiveness</li> <li>• To collaborate with the Information Technology Department and Project Management Office to address system related issues and improvements</li> <li>• To update treasury operations documentation periodically and make interim changes when necessary</li> <li>• To conduct quality assurance checks in treasury operations, identifying and escalating lapses for resolution</li> <li>• To monitor daily treasury related General Ledgers, promptly highlighting discrepancies for rectification by the processing team</li> <li>• To coordinate with the Finance Department for treasury product accounting</li> <li>• To address both internal and external audit comments, implementing preventive measures to minimize recurrence</li> <li>• To support the development of new products and services to facilitate business growth</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
<b>02</b>	<b>Position / Job Title</b>	<b>Unit Head – Treasury Operations (AVP / VP)</b>
	<b>Reporting to</b>	Wing Head – Treasury & Financial Institutions (FI) Operations
	<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</li> <li>• Candidates having Master's degree and / or relevant diploma / certification will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 08 years of banking experience, out of which 06 years in Treasury Operations</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of treasury products and project management</li> <li>• Proficient in MS Office suite (Word, PowerPoint and Excel)</li> <li>• Strong analytical and problem-solving skills</li> <li>• Good communication, writing and interpersonal skills</li> </ul>

	<p><b>Outline of Main Duties / Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To process and settle treasury deals in system, after checking and confirming with deal source documents</li> <li>• To ensure confirmations against treasury deals and monitor that all treasury deals are within counterparty and trader limits</li> <li>• To check and disburse brokerage fees to all brokers</li> <li>• To update treasury operations, process documentation as per timelines and also do the interim changes, if required</li> <li>• To automate treasury process, MIS etc. in order to achieve optimum efficiency</li> <li>• To enhance efficiency controls and improve them with the consent of departmental head</li> <li>• To liaise with and maintain excellent working relationship with all internal and external stakeholders</li> <li>• To review / mitigate possible risk factors for treasury operations</li> <li>• To monitor all treasury related GLs on daily basis so that any discrepancy is identified and highlighted to respective processing team for timely rectification</li> <li>• To address audit comments (internal &amp; external), implement measures to minimize and curtail recurrence of instance</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
<p><b>Assessment Interview(s)</b></p>	<p>Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interview(s).</p>	
<p><b>Employment Type</b></p>	<p>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.</p>	
<p>Interested candidates may visit the website <a href="http://www.sidathyder.com.pk/careers">www.sidathyder.com.pk/careers</a> and apply online within 10 working days from the date of publication of this advertisement as per given instructions.</p>		
<p>Applications received after due date will not be considered in any case. No TA / DA will be admissible for interview.</p>		
<p align="center"><b>(We are an equal opportunity employer)</b>  <b>Women, Minorities and Differently-abled Persons are encouraged to apply</b></p>		<p align="right"><b>PID(K)1401/23</b></p>



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