



NATIONAL BANK OF PAKISTAN

CAREER OPPORTUNITIES

National Bank of Pakistan is one of the largest commercial bank in Pakistan with global market presence and branches in all parts of the country. NBP invites applications against the following positions from professionals with proven track record and capacity to act as a catalyst for transformation in a challenging environment in the area of Corporate Banking.

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

| Position | Unit Head |
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| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/ Institute (recognized by HEC) will also be considered Any diploma or certification in Banking will be an advantage |
| Experience | 10 years in the banking industry and minimum 05 years preferably in Corporate and/or Investment Banking |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of corporate banking products and services Excellent Relationship Management skills and Credit related expertise Thorough understanding of the local corporate client base as well as regulatory regime will be an advantage |
| Place of Posting | Karachi, Lahore, Multan |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To meet assigned targets in terms of customer portfolio yield including ancillary business generation, advances and deposit mobilization etc. To ensure that the highest professional standards of services are provided to Bank's corporate customers with an end to secure both new business and to deepen the existing business relationships. To manage key relationships with the existing and potential clients in corporate sector with a view to leverage further business and widening the portfolio with the objective of maximizing overall customer risk adjusted profitability and share of business from each client/Group. To effectively monitor risk and keep abreast of market developments to ensure proactive or remedial actions to maintain quality of risk in line with the Bank's credit policies and procedures. To prepare quality credit proposals. This includes facility structure, industry analysis, company analysis, facility review, customer profitability analysis, financial analysis, spreads and projections etc. To guide, train, develop and motivate a team of Relationship Managers to attain business objectives, improve the quality of credit assessment, creating a learning environment and assess their training needs. Business development through marketing of structured products tailored in line with the specific requirements of the customers and cross selling of Bank's other products. Preparation of routine business call reports, offer letters, sanction advices and other internal and external correspondences as and when required and to introduce new corporate customers as per assigned target and make periodic visits to the customer's factory/site and submit call reports to the Management. To ensure compliance with all regulatory (including State Bank of Pakistan's Prudential Regulations) and internal (including credit policies) requirements. | |
| Position | Relationship Manager |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | For Officers: 03 years in the banking industry and 02 years preferably in Corporate and/or Investment Banking For Executives: 07 years in the banking industry and 04 years preferably in Corporate and/or Investment Banking |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products and services Excellent Relationship Management skills and Credit related expertise Thorough understanding of the local corporate client base as well as regulatory regime will be an advantage |
| Place of Posting | Karachi, Islamabad, Lahore, Faisalabad, Multan, Peshawar, AJK |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To meet assigned targets in terms of customer portfolio yield including ancillary business generation, advances and deposit mobilization etc. To ensure that the highest professional standards of services are provided to Bank's corporate customers with an end to secure both new business and to deepen the existing business relationships. To manage key relationships with the existing and potential clients in corporate sector with a view to leverage further business and widening the portfolio with the objective of maximizing overall customer risk adjusted profitability and share of business from each client/Group. To effectively monitor risk and keep abreast of market developments to ensure proactive or remedial actions to maintain quality of risk in line with the Bank's credit policies and procedures. To prepare quality credit proposals. This includes facility structure, industry analysis, company analysis, facility review, customer profitability analysis, financial analysis, spreads and projections etc. Business development through marketing of structured products tailored in line with the specific requirements of the customers and cross selling of Bank's other products. Preparation of routine business call reports, offer letters, sanction advices and other internal and external correspondences as and when required and to introduce new corporate customers as per assigned target and make periodic visits to the customer's factory/site and submit call reports to the management. To ensure compliance with all regulatory (including State Bank of Pakistan's Prudential Regulations) and internal (including credit policies) requirements. | |
| Position | Credit MIS Analyst |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | Minimum 03 years in the field of data analysis/ MIS/ business intelligence |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products & services Excellent Credit related expertise |
| Place of Posting | Karachi |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To analyze and monitor credit limit utilizations, expiries and recoveries of corporate relationships on pan-Pakistan basis and to prepare and consolidate wallet-sizing of corporate customers to ensure that the Bank is getting maximum ancillary business and positive risk-adjusted return on capital from each relationship To analyze and monitor compliance with approved credit terms & conditions including annual clean-up, charge upgradation, renewals and any other condition precedent and to analyze and monitor all re-financings including export re-financing, long-term finance facility and refinancing for renewable energy scheme of the SBP to ensure that the allocations are optimally utilized in promoting exports of the country. To analyze and follow-up on the Statement of Classified Accounts (SCA) and monitor the progress on recoveries there-against on fortnightly/monthly/quarterly basis and to prepare credit-related reports including fund flows, sectoral, infrastructure project financing etc. and submit to Unit Head- Portfolio Management and Divisional Head- Corporate Banking on regular basis and also to assist in preparation of presentations to senior management and Board of Director as and when required. Any other responsibility assigned by the competent authority from time to time. | |
| Position | Credit Analyst |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | For Officers: 04 years in the banking industry and minimum 01 year in Credit Analysis department For Executives: 07 years in the banking industry and minimum 02 years in Credit Analysis department |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products & services Excellent Relationship Management skills and Credit related expertise |
| Place of Posting | Karachi |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To prepare, analyze and report the Branch's weekly, monthly, quarterly, half-yearly and annual returns including but not limited to MBCR, RCOA, eCIB and Profit & Loss statement etc. and to monitor, analyze and report revenue & expenditure activities of the branch and report variances therein. To maintain the record of credit limits (both funded & non-funded) of each borrower and report the utilization and limit expiries etc. to Regional Manager- Reporting & Analysis and follow up with the respective RM/UAH and to monitor the repayment behavior and schedule of each borrower and report Statement of Classified Accounts (SCA) as well as Position of Classified Account (POCA) on monthly, quarterly and annual basis. To maintain the record of outsourcing/rental agreements of the Branch and monitor expenditures on premises rentals, security guard services and janitorial services etc. and to ensure that no IBR/BANK General Account and/or suspense account remains outstanding for more than 30 days. To maintain the record of expenditures on office maintenance including utility bills etc. and obtaining approval in case of excess over budget and to maintain the record of assets allocated to the Branch premises under Fixed Assets Management System (FAMS). To maintain records for performance reporting of data on Clearing & Forwarding (C&F) agents, Muqaddams and Insurance companies. To attend to any regular/adhoc data requirement pertaining to the Corporate Branch and any other responsibility assigned by the competent authority from time to time. | |
| Position | Officer Analytics |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | Minimum 03 years in the field of data analysis/ MIS/ business intelligence |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Excellent MS and Credit related expertise Sound understanding of Corporate Banking products & services |
| Place of Posting | Karachi, Lahore, Faisalabad, Multan |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To analyze and review the Credit Proposals originating from Regional Corporate Centers at Islamabad, Lahore, Faisalabad, Multan and Karachi, to ensure that they meet all the requirements of SBP Prudential Regulations and BANK's Credit Policy and Procedures and to follow up with Corporate Centers, Credit Management Group and Credit Committee Secretariat for approval of the Credit Proposals. To review and analyze draft minutes of Credit Committee to ensure their completeness and clarity of the approval and to prepare Credit memos for BoD, in compliance with Prudential Regulation-G-2, where related-party credit exposure is involved. To analyze and consolidate the related-party credit information for disclosure in the quarterly, half yearly and annual accounts of BANK and to monitor loan expiries and follow up with the concerned Relationship Manager for renewal of credit limits at least one month prior to each expiry. To prepare and follow up cases for declassification of accounts and other exemptions required from the SBP and to handle any other responsibility assigned by the competent authority from time to time | |
| Assessment Test / Interview | Only shortlisted applicants strictly meeting the above-mentioned basic eligibility criteria will be invited for test and/or panel interviews |
| 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 |

| Outline of Main Duties / Responsibilities | |
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| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To assist Regional Manager- Reporting & Analysis in preparation of concerned branch monthly, quarterly, bi-annually and annual returns i.e. MBCR, ALCO, P&L and response to queries as received and to prepare periodic reporting of Credit Portfolio and NPLs to Divisional Head- Corporate Coordination Division and GOP guaranteed exposure, fund flow statement, expiring limits, recovery of Markup and overdue status to Regional Corporate Head and Head Office. To analyze & consolidate MIS required by Corporate Coordination Division on monthly and as on requirements along with Credit Monitoring Group Returns pertaining to respective Regional Corporate Center and to analyze and provide the insurance claims and clearing & forwarding agents details to Portfolio team- Corporate Coordination Division as and when required. To monitor business targets up till RM level, account wise, region wise on monthly basis for onward submission to Corporate Banking Strategic & Planning Division and to coordinate with different groups on region level to harmonize and rectify reporting of Corporate Banking Group NPLs. To facilitate Head Office with important & confidential reports for the preparation of Presentations to BoD and top management as and when required and the Preparation of reimbursement of expenses on Monthly basis in consultation with Regional Corporate Head and Regional Manager- Reporting & Analysis and also to assist Regional Manager- Reporting & Analysis for admin related issues pertaining to concerned Regional Corporate Center & Branch in correspondences with Corporate Coordination Division. Any other responsibility assigned by the competent authority from time to time. | |
| Position | Officer Risk, Audit & Compliance |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | Minimum 03 years in the relevant field |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products & services. Excellent SBP Prudential Regulations expertise |
| Place of Posting | Karachi, Lahore, Islamabad |

| Outline of Main Duties / Responsibilities | |
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| <ul style="list-style-type: none"> To maintain the record and follow-up for compliance of all SBP observations as well as internal/external audit observations pertaining to the respective Regional Corporate Center and Corporate Branch and to monitor and follow-up of Compliance Exception Report, if any, pertaining to the respective Regional Corporate Center and/or Corporate Branch. To follow-up with the respective RM/UAH for regularization of observations made in Business Risk Review (BRR) reports, and ensure that Management Comments are submitted within seven days of each draft/report and to follow-up with Branch Manager/Operations Manager/Relationship Manager/Unit Head for any Dierized Audit Finding (DAFs) received from Audit & Inspection Group. To coordinate with SBP inspection team and internal/external auditors visiting respective Regional Corporate Center and/or Corporate Branch and to ensure that no IBR/BANK General Account and/or suspense account remains outstanding for more than 30 days. To assist Unit Head-RAC in review/update of process flows under BPR & COSO implementation and ensure that internal controls are embedded in all processes and to liaise with respective RM/UAH for conducting Full Scope/Desktop valuation of collateral in order to obtain FSV benefit. To attend Tri-Annual meeting of the Audit & Inspection Group (A&IG) and prepare minutes of the meeting within 2 working days of respective meeting. Any other responsibility assigned by the competent authority from time to time. | |
| Position | Credit Analyst |
| Academic / Professional Qualification | <ul style="list-style-type: none"> Master's Degree (Preferably MBA/MPA/M.Com/M.Sc. Economics or equivalent from a reputed local/foreign University/Institute (recognized by HEC) OR Minimum graduation from foreign University/Institute (recognized by HEC) will also be considered Any diploma or certification in banking will be an advantage |
| Experience | Minimum 03 years in the field of data analysis/ MIS/ business intelligence |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products & services Excellent Credit related expertise |
| Place of Posting | Karachi |

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| Experience | For Officers: 04 years in the banking industry and minimum 01 year in Credit Analysis department For Executives: 07 years in the banking industry and minimum 02 years in Credit Analysis department |
| Other Skills / Expertise / Knowledge Required | <ul style="list-style-type: none"> Sound understanding of Corporate Banking products & services Excellent Relationship Management skills and Credit related expertise |
| Place of Posting | Karachi |

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| Assessment Test / Interview | Only shortlisted applicants strictly meeting the above-mentioned basic eligibility criteria will be invited for test and/or panel interviews |
| 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 |

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Interested candidates may send their CVs/Applications on the following email address by clearly mentioning the position applied for in bold writing in the subject of the relevant email **within 15 days of publication of this advertisement**:

Email Address: recruitment-cbg@nbp.com.pk

Applications received after due date will not be considered. No TA/DA will be admissible for test / interview(s).

(We are an equal opportunity employer)



National Bank of Pakistan
نیشنل بینک آف پاکستان

UAN 111 627 627
www.nbp.com.pk

قوم کا اپنا بینک
www.educativz.com
PID(K) 398

