

“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 **Human Resource Management** based at **Karachi**.

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

05	Position / Job Title	Appeal Review & MIS Officer – EDW (OG-III / OG-II)
	Reporting to	Wing Head – EDW
	Educational / Professional Qualification	<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 who have Master’s in Information System or other relevant discipline / or any other relevant professional certification(s) would be preferred</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Minimum 01 year experience is required in handling MIS and / or data analysis</li> </ul>
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> <li>• Proficient in managing/processing data on various programs</li> <li>• Excellent command on Excel and Power point</li> <li>• Organized and result oriented</li> <li>• Good communication skills</li> </ul>
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> <li>• To prepare and maintain MIS pertaining to Grievances, GRIP related online and manual grievances, Complaints, (manual as well as CRUMs), in assistance with relevant Unit Heads</li> <li>• To update the MIS of the Wing on daily basis with all respects</li> <li>• To prepare reports and periodic analytical review using dashboard utilities</li> <li>• To prepare Power-point presentation of the Wing as desired by the Wing Head/Divisional Head</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>

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	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.**

