

“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 **Information Technology**.

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

<b>03</b>	<b>Position / Job Title</b>	<b>Assistant Project Manager – Enterprise (OG-II / OG-I)</b>
	<b>Reporting to</b>	Senior Project Manager – Enterprise
	<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 Bachelor’s or Master’s degree in IT, Computer Science and / or relevant certification(s) will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 03 years of experience in the field of IT, out of which at least 01 year of experience related to IT Project coordination and / or management, preferably in banks</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills, and ability to work closely within a team</li> <li>• Excellent analytical, decision-making, problem-solving, team, and time management skills</li> <li>• Proficient in MS Office suite (Microsoft Project, Outlook, Excel, Word, and PowerPoint)</li> <li>• Strong understanding of computer architecture, operating systems, and data structures</li> <li>• Strong understanding of the requirements for project standards and documentation, including timelines, status / risk / issues reporting and communication, exception reporting and project sign-off</li> <li>• Familiarity with project management tools and methodologies</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the development of project plans, schedules, and timelines in collaboration with Project Managers</li> <li>• To assist in defining project scope, objectives, and deliverables to ensure alignment with business requirements</li> <li>• To coordinate with cross-functional teams to facilitate the execution of project tasks and milestones</li> <li>• To liaise between Project Managers, team members, and stakeholders to ensure effective communication</li> <li>• To organize and facilitate regular project meetings, providing updates on project progress and addressing any issues or concerns</li> <li>• To support the identification and documentation of project risks and related issues</li> <li>• To facilitate collaboration among departmental stakeholders and other relevant departments for project-related activities</li> <li>• To maintain accurate and up-to-date project documentation, including meeting minutes, action items, and project status reports</li> <li>• To assist in preparing presentations and reports for project stakeholders, summarizing key project metrics and accomplishments</li> <li>• To assist the Manager / Wing Head in handling audit related matters</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>
	<b>Place of Posting</b>	Karachi
	<b>Assessment Test / Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or 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 test / interview.

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