

“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:

03	Position / Job Title	MIS & Database Officer – IRW (OG-III / OG-II)
	Reporting to	Wing Head – IRW, ERD
	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 or any other relevant professional certification(s) would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 01 year of experience is required in handling MIS and / or data management
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and MS office Suite
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To maintain/database and necessary updating of wards of Banks’ deceased, In-service & Retired /GHS /VHS employees who applied under Bank’s Son Quota policies • To maintain basic applications & test scores /educational details of wards of Bank’s employees who applied against Bank’s policies (both soft & hard) • To provide factual substantiating information /record on status of received applications to Wing Head /concerned Unit Head for preparation formal responses to various agencies /applicants /judicial forums • To maintain an updated list of applicants incorporating complete details for their verification /processing as per criteria specified under various quotas • To manage vast database (soft copies on especially designed Microsoft Lotus Software) which includes data of around 12,705 applicants who applied under hiring policies against various streams • To update lists of wards of deceased/ in-service, retired (regular) /GHS/VHS Optants on specially designed computer software and providing information on the status of written test conducted on the basis of records • To perform any other assignment as assigned by the supervisor(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	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 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.