

## JOIN OUR TEAM

Relationship  
Manager @ NBP  
Retail Banking

"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 highly motivated, confident and career-oriented individuals in the area of **Retail Banking as Relationship Manager – OG II**

## PLACE OF POSTING

Bahawal, Dera Ghazi Khan, Faisalabad, Gujranwala, Gujrat, Hyderabad, Islamabad, Jhang, Jhelum, Karachi, Lahore, Larkana, Manshera, Mardian, Mirwal, Mirpur (A.K), Mirpurkhas, Multan, Muzaffargarh, Peshawar, Rawalakot, Rawalpindi, Sahiwal, Sargodha, Sheikhupura, Sialkot, Sibi, Sukkur, Swat, Vehari

## ELIGIBILITY CRITERIA

- EDUCATION / QUALIFICATION**
- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC
  - Candidates having Master's degree will be given preference
- AGE**
- Maximum 28 years (as on last date of submission of application)
- EXPERIENCE**
- Candidates having 01 year of banking experience in sales would be preferred
  - Fresh graduates are also encouraged to apply

## OUTLINE OF MAIN DUTIES / RESPONSIBILITIES

- To conduct daily customer visits, both for new to bank and existing customers as assigned (Conventional & Islamic Banking)
- To achieve assigned deposit targets through new to bank and existing customers to manage and grow deposit portfolio assigned by the management (Conventional & Islamic Banking)
- To create viable product plans as per customer needs and analyze all benefits, risks and costs
- To achieve cross-sell targets of bank products i.e. consumer assets and insurance products as assigned (Conventional & Islamic Banking)
- To maintain high service quality standards while interacting with the customers for business retention (Conventional & Islamic Banking)
- To resolve customer queries / issues in amicable, efficient and resourceful manner (Conventional & Islamic Banking)
- To ensure tail management by activation of dormant account, digital app, ATM and deepening of tail accounts (Conventional & Islamic Banking)
- To take part in periodic, mass customer contact drives / market storming activities or other similar propositions
- To ensure compliance of Banking laws, instructions, regulations and procedures
- To maintain all files / documentations and ensure comprehensive records maintenance related to daily business operations
- To ensure audit requirements and observations related to business are addressed (both internal and external) and implement measures to minimize and curtail recurrence. Also ensure that shariah compliant environment is maintained at Islamic Banking Windows within the region
- To ensure all processes are completed within the specified TAT
- To ensure all SOPs are followed as per policies and procedure of the Bank
- To perform any other responsibility assigned by the competent authority from time to time

## OTHER KNOWLEDGE / COMPETENCIES REQUIRED

- Sales management and good interpersonal skills
- Geographical knowledge of the place of posting
- Knowledge of banking and products
- Strong oral and written communication skills
- Proficiency in Windows, MS Office & databases

## APPLICATION AND SELECTION PROCEDURE

- Interested candidates may visit the website [www.sidaifydler.com.pk/careers](http://www.sidaifydler.com.pk/careers) and apply online within 10 working days from the date of publication of this advertisement as per given instruction.
- Candidates should complete all the fields provided on Web Portal and upload their CV, CNIC, Educational documents (Mark sheet/ transcripts & experience letters if any) in either Word or PDF format.
- There should be one (1) attachment per tab, size must be less than 5MB per attachment.
- Information / application received after due date or incomplete / false in nature will result in rejection of the application.
- No TA / DA will be admissible for test / interview.
- Candidates will be evaluated strictly based on the defined eligibility criteria and only shortlisted candidates will be contacted for online test including group discussion and panel interview.
- The Bank reserves the right to reject or accept any applicant's suitability to meet the vacant position.
- The employment will be on contractual basis for 03 years which may be renewed on discretion of the Management.
- In case of selection, candidates will be required to serve at their initial place of posting for a minimum period of three years and no request for transfer will be entertained.

(We are an equal opportunity employer)

Women, Minorities and Differently-abled Persons are encouraged to apply



National Bank of Pakistan  
بینک نیشنل پاکستان

PID(K)2533/23



## Advertisement No. 2

## JOIN OUR TEAM

Relationship  
Manager @ NBP  
Aitemaad Islamic Banking

"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 highly motivated, confident and career-oriented individuals in the area of **Aitemaad Islamic Banking as Relationship Manager – OG II**

## PLACE OF POSTING

Bahawalpur, Bhimber (A.K), Faisalabad, Gujranwala, Hyderabad, Islamabad, Karachi, Lahore, Mardian, Multan, Narowal, Peshawar, Rahim Yar Khan, Rawalpindi, Sahiwal, Sargodha, Sialkot

## ELIGIBILITY CRITERIA

- EDUCATION / QUALIFICATION**
- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC
  - Candidates having Master's degree and / or Islamic Banking qualification / degree or diploma will be preferred
- AGE**
- Maximum 28 years (as on last date of submission of application)
- EXPERIENCE**
- Minimum 01 year of banking experience, out of which atleast 06 months in sales

## OUTLINE OF MAIN DUTIES / RESPONSIBILITIES

- To meet or exceed monthly / quarterly / yearly sales targets in a/c, count opening, deposit generation, deposit retention, deepening of deposits and consumer financing (Mortgage / Auto Financing)
- To ensure Tail Management by activation of dormant account, Digital App and ATM and deepening of Tail accounts
- To cross-sell or upsell to existing customers to achieve the targets
- To plan and execute daily customer visits, both for new and existing customers to achieve the assigned targets
- To take part in periodic, Mass Customer Contact Drives / Market Storming activities or other similar propositions
- To acquire a thorough knowledge of banking products and competitive analysis to enable successful sales pitch
- To resolve any queries / issues the customer is facing in an amicable & efficient manner
- To ensure completion of all mandatory / regulatory requirements with respect to account opening / product sales
- To ensure all audit requirements and observations are addressed (both internal and external) and implement measures to minimize and curtail recurrence
- To maintain all related files / documentations and ensure comprehensive records maintenance with respect to portfolio
- To ensure all processes are being followed and completed within the specified TAT
- To ensure compliance of Banking, regulations, instructions and SOPs including Shariah Compliance in all jobs and tasks
- To perform any other responsibility assigned by the competent authority from time to time

## OTHER KNOWLEDGE / COMPETENCIES REQUIRED

- People management skills
- Knowledge of banking products, policies and procedures
- Strong oral and written communication skills
- Proficiency in MS Office
- Sound knowledge of Islamic Banking
- Good selling skills and interpersonal skills

## APPLICATION AND SELECTION PROCEDURE

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