



# DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

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**'SAY NO TO CORRUPTION'**

22-07-2025

**JOIN  
OUR  
TEAM**

**Digital Banking  
Officer @ NBP**

"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 individual in the area of **Digital Banking** as **Digital Banking Officer – OG III**.

## PLACE OF POSTING

**KARACHI**

## ELIGIBILITY CRITERIA

### Education / Qualification

- Minimum Bachelor's degree in Business Administration and / or Computer Science and / or Information Technology and / or Data Science or equivalent in related field from a local or international university / college / institute recognized by the HEC
- Candidates having Master's degree in Business Administration and / or Computer Science and / or Information Technology and / or Data Science and / or relevant certification will be preferred

### Age

- Maximum 26 years (as on last date of submission of application)

### Experience

- Candidates having 01 year of relevant experience would be preferred
- Fresh Graduates are also encouraged to apply

## OUTLINE OF MAIN DUTIES / RESPONSIBILITIES

- Stay updated on digital banking trends, emerging technologies and innovations to contribute to strategic initiatives
- Support user training sessions for new digital tools and platforms
- Act as a point of contact for users requiring assistance with digital solutions
- Assist in the implementation of change management activities to enhance the adoption of digital services
- Work closely with internal and external stakeholders to ensure smooth project execution
- Assist in planning, executing and monitoring digital banking projects to ensure timely delivery
- Collaborate with internal teams to support day-to-day business activities
- Prepare project documentation, reports, summaries and track progress updates
- Maintain accurate and detailed records for ongoing projects
- Assist in interpreting and analyzing data findings to support decision-making
- Present actionable insights to improve digital banking initiatives
- Keep stakeholders informed about project milestones and updates
- Develop a comprehensive understanding of the bank's end-to-end digital products and services
- Suggest improvements to enhance product performance and customer satisfaction
- Address audit observations (Internal and external) and implement measures to mitigate risks
- Ensure compliance with the bank's policies, regulations and Standard Operating Procedures (SOPs)
- Ensure timely completion of processes within specified turnaround times (TAT)
- Propose and implement process improvements to enhance efficiency
- To perform any other assignment as assigned by the supervisor(s)

## OTHER KNOWLEDGE / COMPETENCIES

- Excellent team player with a collaborative mindset
- Ability to communicate clearly and effectively, both in writing and verbally
- Eager to learn and grow under the guidance of experienced team members
- Flexible and adaptable to evolving project needs and requirements
- Proficient in MS office suite (MS Excel / MS Word / MS Power Point)

## APPLICATION AND SELECTION PROCEDURE

- 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 instruction
- Candidates should complete all the fields provided on Web Portal and upload their updated CV, CNIC, latest passport size picture, latest educational documents, especially Graduation mark sheet/transcript, and any relevant experience letters (if available) in either Word or PDF format.
- There should be one (1) attachment per tab, size must be less than 10MB 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
- Shortlisted candidates will be required to appear for a mandatory online test. Further processing may include group discussion and panel interviews
- Bank reserves the right to reject or accept any applicant's suitability to meet the vacant positions
- 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

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



**NBP**

National Bank of Pakistan  
نیشنل بینک آف پاکستان



Size 27cm x 4 Col

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