

# CAREER OPPORTUNITIES

Bank of the Year – Asia, 2021, NMB Bank Ltd. is one of the leading commercial banks in the region managed by highly professional team with years of banking experience. We believe in working to create a difference in the communities we touch, through our endeavor to promote sustainable banking. If you have the passion to push yourself to be a part of this team of go getters while adding value to the society, then you might be the next NMBian.

**Come join us and be a part of the change!**

## JOB POSITION

### **Insurance Officer- (Junior Officer/Officer/Senior Officer)**

This position will primarily be responsible for the administration of all insurance-related issues pertaining to the Bank, with specific emphasis being laid on the mitigation of risks associated with credit collateral, hydro / large-scale projects financing, and physical assets, and would need to have the required expertise in insurance products, as well as negotiation skills with insurance service providers, to ensure that the Bank's interest is protected.

#### **KEY RESPONSIBILITIES:**

- Evaluate, validate, and monitor the adequacy of insurance coverage for all assets including assets held as credit collateral to ensure bank's interests are fully protected.
- Manage and review the Bank's insurance policies, including but not limited to:
  - Vault/Strong Room insurance.
  - Cash-in-Transit insurance.
  - Property insurance, Burglary, Fidelity Guarantee
- Review all types of policies to safeguard the Bank's potential risk.
- Conduct due diligence of insurance companies along with reinsurance companies (on need basis), review their financial strength, solvency, claims ratios, and governance practices.
- Review renewals and track documentation of insurance policies
- Provide support to assess insurance policies of borrowers and advise needed risk coverage to ensure adequate safety for the Bank
- Manage Bank's insurance claim processes, from initial notification to final settlement
- Proactively manage and negotiate with insurance companies, surveyors, and loss adjusters to ensure efficient and favorable claim outcomes for the Bank.
- Act as the in-house subject matter expert, advising management, concerned department and branches.
- Collaborate with internal departments (Projects & Strategic Sourcing, Legal & Compliance, Credit, Operations, Trade Operations, Business Units, etc.) to address various insurance-related issues such as potential damage, honor of claim, etc.

#### **ELIGIBILITY CRITERIA:**

- Minimum Bachelor's Degree (preferably Master's degree) in Banking & Insurance, Management, Marketing or Economics.
- Minimum 5 years of relevant professional experience.
- Candidates should have age between 21 to 40 years, not exceeding 40 years as of the last day of application deadline.
- Familiarity with national laws and regulations of Nepal Insurance Authority,
- Good command of English, with well-developed reporting and documentation skills.

*Only shortlisted candidates will be called for the further selection process. The bank reserves the right to reject any/all applications without assigning any reason whatsoever. Canvassing at any stage of the processes shall lead to automatic disqualification.*

#### **TO APPLY:**

Email your updated resume with cover letter mentioning the positions applied for at [vacancy@nmb.com.np](mailto:vacancy@nmb.com.np). The deadline for application is 4<sup>th</sup> March 2026.

NMB is committed to providing equal opportunity and encourages application from women and individuals from marginalized groups.

