

“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 in **Karachi**.

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

01	Position / Job Title	Assistant Manager HR (OG-I)
	Reporting to	Wing Head
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidates having a Master's degree and / or HR certifications would be preferred
	Experience	• Minimum 04 years of work experience in Human Resources • Candidates having experience of working in similar roles in financial sector would be preferred
	Other Skills / Expertise / Knowledge Required	• Good communication / interpersonal skills • Effective team player • Understanding of HR functions • Service orientated • Knowledge of MS Office applications
	Outline of Main Duties / Responsibilities	• To provide support in HR functions such as Talent Acquisition & Management, Learning & Development, Performance Management & Rewards, Compensation & Benefits, HR Relationship Management, Organizational Effectiveness, HR Governance and HR Legal Compliance, while ensuring effective execution of HR processes • To coordinate and collaborate with business functions to strengthen HR relationships and provide timely HR support in line with business requirements • To assist in the implementation, coordination and monitoring of HR initiatives / projects, ensuring timely execution and follow-up with relevant stakeholders • To monitor, maintain and update HR systems and databases to ensure accuracy, completeness and timely availability of employee information • To assist in addressing and resolving HR-related queries or requests, and coordinating with relevant stakeholders where required • To prepare, consolidate and review various HR-related reports and HR analytics as and when required for management and business needs • To keep abreast of modern HR practices, industry trends, market developments and support the adoption of relevant HR practices within the organization • 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.