

“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**.

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

03	Position / Job Title	Assistant Manager – Performance Management (OG-II / OG-I)
	Reporting to	Wing Head – Performance & Rewards
	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 of Pakistan • Candidates having a Bachelor's or Master's degree in HR and / or Public Administration would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 03 years of experience in Performance Management and / or Compensation and / or related HR function, preferably in the banking sector
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and MS Office suite • Excellent communication and interpersonal skills • Knowledge of SAP HCM will be preferred
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To formulate and maintain the Bank’s end-to-end performance management framework, from objective setting to KPI-based evaluation, ensuring alignment with regulatory requirements, the Remuneration policy, and market best practices • To partner with HRBPs and concerned stakeholders to roll out performance appraisal activities and streamline the data for informed decision-making • To manage and implement performance management policies by coordinating with all stakeholders and ensure compliance of the laid down policies and procedures • To analyze evaluation data patterns and historic data for suggestion of performance improvement mechanisms to all stake holders and identification of potential high achievers • To ensure proper record maintenance of performance record and to digitize the record of appraisal forms, summary sheets, etc. for safe keeping and prompt availability • To provide necessary MIS and records pertaining to performance management for any requesting body such as SBP, Audit, external agencies, courts of law, management, etc. • To provide necessary records, forms, facts and any other information needed by Legal Division or HR Legal Compliance Division for any case related to performance management of employees and / or any other matter pertaining to P&RMW by coordinating with necessary department • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi
	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.