

“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:

03	Position / Job Title	HR Officer – Staff Loans & Welfare (OG-III / OG-II)
	Reporting to	Wing Head – Staff Loans & Welfare
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidates having Master’s degree would be preferred
	Experience	- Minimum 01 year of experience in the area of HR Operations and / or HR Services, preferably in Banking and / or Financial Institution and / or Insurance Companies - Exposure of Hospitalization Claim Management and working on any Medical Information System will be preferred
	Other Skills / Expertise / Knowledge	- Knowledge of HR Operations, especially Medical Claim processes - Good communication skills - Good team player - Proficient in MS Office (Word, Excel, PowerPoint, etc.) - Working knowledge of SAP-HCM would be preferred
	Outline of Main Duties / Responsibilities	- To manage end-to-end processing of medical and hospitalization claims of employees. - To scrutinize medical bills and claims in accordance with the Banks approved medical policy, rules and SOPs - To ensure completeness, authenticity, and accuracy of supporting documents prior to processing - To address and comply with internal control requirements and audit observations at the claim sanction stage - To apply a good understanding of medical reimbursement procedures and HR administrative framework - To ensure proper documentation and record-keeping to support audits and inspections - To coordinate with concerned stakeholders for verification, compliance, and approval of hospital panel / reimbursement cases - To maintain accurate data records and MIS related to medical claims, hospital panels, and other assigned HR functions - To ensure data integrity, timely updating, and availability of reports as required by management - To handle staff queries related to medical claims, welfare benefits and associated HR matters in a timely and professional manner - 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.