

“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	Officer – End Service Benefits (OG-II / OG-I)
	Reporting to	Wing Head - End Service Benefits
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having a Master’s degree would be preferred
	Experience	• Minimum 02 years of working experience in Human Resources and / or Banking and / or Finance with at least 01 year in the area of HR Operations and / or HR Services and / or Compensation & Benefits and / or Rewards and / or Benefit Management and / or Medical and Life Insurance Operations
	Other Skills / Expertise / Knowledge Required	• Knowledge of End Service Benefits & HR Operations 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 final settlement related activities of all resigned / retired / dismissed / deceased employees of the Bank • To manage Group Life Insurance portfolio and arrangements / reconciliation of premium payment at renewal • To manage insurance claims by coordinating with Insurance Company, deceased employee’s legal heirs and Legal department of the Bank • To manage processing of medical and hospitalization claims • To negotiate the rates / packages for enlistment of hospital on panel in coordination with concerned hospital’s management and execute Memorandum of Understanding (MOU) • To provide support on implementation of various HR initiatives and manage the administrative tasks • To maintain data and MIS of relevant areas of HR and ensure data accuracy • To assist Unit Head C&B in coordination with HR Governance division for Internal / External / FBR Audit / SBP Inspection and ensure timely response for closure • To manage administrative affairs of Compensation & Benefits division • To coordinate with relevant Wing for processing of staff loans • To coordinate with all stakeholders for various HR related matters • 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.
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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.