

“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:

02	Position / Job Title	Officer – End Service Benefits (OG-III / OG-II)
	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 of Pakistan • Candidates having a Master’s degree would be preferred
	Experience	• Minimum 02 years of working experience in Human Resources and / or Banking / or Financial Institution with at least 01 year in the area of HR Operations and / or HR Services and / or Compensation & Benefits and / or Rewards and / or Benefits Management
	Other Skills / Expertise / Knowledge Required	• Knowledge of End Service Benefits & HR Operations processes • Good communication skills • High attention to details and excellent numerical accuracy • 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 maintain comprehensive up-to-date databases and tracking logs of final settlement payments for regular and contractual employees • To execute timely end-to-end full & final settlement processing for all separating staff • To cross-verify all standard exit clearances and documentation against pre-requisite checklists • To coordinate with internal stakeholders and Regional HR teams for smooth document submission and closure • To prepare final settlement sanction notes, calculation sheets and formal office notes for approvals • To manage the error-free processing and documentation of final bonus, profit bonus, and performance bonus of separated employees • To process arrears for Annual Performance Appraisal, leave encashments, gratuity, and post-retirement benefits through Finance • To act as the point of contact to resolve employee queries regarding final settlement payments and deductions • To facilitate internal and external audits by providing data and address findings promptly • To contribute actively to process improvement initiatives and HR system automation • To execute additional Departmental, Wing or Divisional tasks assigned by the Management(s) • 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.