

“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:

02	Position / Job Title	Regional HR Business Partner (OG-I / AVP)
	Reporting to	Senior HR Business Partner
	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 Bachelor’s or Master’s degree in HR and / or Public Administration would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 05 years of work experience with at least 2 years in Human Resources • Candidates having experience of working in similar roles in financial sector would be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good understanding of Human Resource practices and processes • Good interpersonal and communication skills • Good stakeholder management skills • Detail oriented and committed to a high degree of accuracy • Good MS Office skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To supervise all HR related activities in the region and assist Senior HRBP in implementation of HR initiatives that are aligned with NBP's business strategy • To supervise and recommend all HR related matters of employees, including promotions, performance appraisal, job objectives, counselling, mentoring, disciplinary cases to Senior HRBP for approvals • To oversee planning and execution of Continuous Development Programs (CDP) to train and develop valuable staff • To assist Senior HRBP, Regional Head and Regional Executives in all HR related matters, which includes but not limited to Transfer / Postings, Job Rotations, Performance Management, and Training & Development of staff • To supervise processing and sanctioning of all kinds of staff benefits such as Staff Loans, Medical Bills, TA / DA and other related benefits of employees in the region • To supervise processing of end service benefits cases of the retired, dismissed and deceased employees and ensure timely disbursement of pending dues, incentives and rewards • To supervise staff complaints, disciplinary and litigation cases, in line with policies. Follow up on all cases with different stakeholders at Head Office and Regional Office for timely resolution of the same • To handle staff appeals and grievances assigned by Head Office / Regional Office and ensure their timely disposal • To provide support to Head Office / Senior HR Business Partner in handling staff litigation cases • To supervise all HR related tasks / activities in SAP-HCM

	<ul style="list-style-type: none"> • To ensure implementation of Bank's Code of Conduct and HR policies related to time and attendance, leaves, dress code and other related policies and ensure discipline in regional office and branches • To oversee and maintain record of leaves, transfers, postings, promotions, job objectives, disciplinary cases, staff loans and benefits, etc. of the employees of entire region • To maintain and update MIS and staff data and share in different quarters as and when needed • To perform any other assignment as assigned by the supervisor(s)
Place of Posting	Bannu, Swat, Muzaffarabad
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.