"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**	**Senior Officer - Pension & Investment (OG-II / OG-I)**
	Reporting to	Wing Head - Pension & Investment
	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 Compensation & Benefits and / or HR Operations and / or Payroll and / or Pension Funds
	Other Skills / Expertise / Knowledge Required	• Knowledge of Pension & Investment and 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 process retirement & pensionary benefits of all regular employees of the Bank within agreed and defined TAT • To update monthly pension records with errorless entries and ensure no discrepancies are recorded • To attend queries / requests and provide information related to pension & investment • To provide support in implementation of Pension & Investment related initiatives and manage the administrative tasks • To maintain data and MIS of Pension & Investment and ensure data accuracy • To coordinate with other divisions / groups for closure of arising issues • To keep abreast with latest changes in the industry and suggest process improvement • 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.