

“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:

01	Position / Job Title	Senior Officer – End Service Benefits (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 of Pakistan • Candidates having a Master’s degree would be preferred
	Experience	• Minimum 04 years of working experience in Human Resources and / or Banking / or Financial Institution with at least 02 years 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 manage the process of issuing acceptance of resignation and contract expiry cases • To maintain MIS and tracking logs for all cases • To execute Exit Alert emails, follow up with regions / departments / HRBPs for completion of exit formalities, and manage Exit Interview Forms’ MIS • To compute exact final settlement amounts with accuracy, prepare office notes for competent authority approval following strict due diligence • To liaise with all Groups / Regions for waiver of notice period recommendations and approvals • To coordinate with Regional Offices, Branches, and Groups to settle outstanding HBF and MCF loans • To liaise with internal stakeholders; ensure recovery of all dead stock items from exiting staff and obtain relevant confirmation from all internal stakeholders • To issue resignation acceptance letters timely • To process recovery instruments (cheques / pay orders) received from ex-employees and route them to Finance for SAP Profile posting • To maintain detailed correspondence with Sr. HRBP, Group Admin, Regional Offices and Branches regarding exit cases • To coordinate closely with HRISW / SAP team to stop payroll or recover excess bonuses / allowances via SAP HCM • To process final settlement of contractual termination, dismissal, contract expiry and deceased staff cases

	• To contribute actively to process improvement initiatives and HR system automation • To execute additional Departmental, Wing or Divisional tasks assigned by the Management • 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.