

“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 – Case Processing (OG-II / OG-I)
	Reporting to	Unit Head – Fraud Cases
	Educational / Professional Qualification	- Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan - Candidates having Law and / or Master’s degree or any other relevant professional certification(s) would be preferred
	Experience	- Minimum 02 years of work experience in Human Resources - Candidates having experience of working in similar roles in financial sector would be preferred
	Other Skills / Expertise / Knowledge	- Good communication / interpersonal skills - Effective team player - Service orientated - Knowledge of MS Office applications - Understanding of HR functions
	Outline of Main Duties / Responsibilities	- To process disciplinary cases at all stages, including suspension, investigation, charge sheet, enquiry, decision, appeal and final disposal, ensuring timely processing in accordance with applicable Bank policies, procedures and SOPs - To scrutinize Investigation / Enquiry Reports received from Investigation Officers, FID/EG&CW or other concerned functions, identify discrepancies, deficiencies or missing information, and process the case for rectification / review wherever required - To prepare and process cases for consideration of the competent authority / committee, including comprehensive case summaries, Office Notes, recommendations and supporting documents based on the facts, findings and available record - To process suspension-related cases, including preparation of suspension orders, extension / vacation of suspension, posting during suspension, and obtaining / communicating recommendations and decisions of the competent authority to the concerned Parent Office - To process disciplinary proceedings, including preparation of Charge Sheets, communication to Parent Offices, assessment of replies of accused officials, and preparation of cases for closure or appointment of Enquiry Officer, as warranted - To process enquiry proceedings and final decisions, including issuance of Mandate of Enquiry, communication with Enquiry Officers, follow-up for completion of enquiries, scrutiny of Enquiry Reports and preparation of cases for decision by the competent authority - To process committee and appeal cases, including placement of cases before PCSIC / competent authority, incorporation of recommendations, preparation of subsequent action, review of appeal cases and communication of final decisions to the concerned offices with proper acknowledgement - To monitor and update the status of cases throughout the disciplinary process, maintain case-wise MIS and tracking records, follow up on pending actions and time-bound punishments, and ensure that each case is processed to its logical conclusion with complete supporting documentation - To perform any other assignment as assigned by the supervisor(s)
	Assessment Test /	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be

Interview(s)	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.