

“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	Training Coordinator (OG-III / OG-II)
	Reporting to	Director Staff College
	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 and / or any professional certification(s) will be preferred
	Experience	• Minimum 02 years of working experience in the field of Learning & Development and / or HR and / or Banking • Candidates having experience of working in large scale organizations and / or with renowned training firms would be preferred
	Other Skills / Expertise / Knowledge Required	• Effective coordination and communication abilities • Problem solving and decision-making capability • Good understanding of learning & development function • Up to date knowledge of prevailing trends and programs in the market • Excellent interpersonal skills • Proficiency in MS Office (Word, Excel and PPT)
	Outline of Main Duties / Responsibilities	• To coordinate all training activities with regions / groups, including seeking & consolidation of nominations, preparation of attendance sheets and maintenance of training data • To coordinate with Internal and External trainers for systematic and timely execution of training programs • To prepare and compile all necessary resources, including courseware, training manuals, trainees’ handbooks, assignments, tests, Pre-work Quizzes, and schedules etc. • To prepare and maintain training MISs, including monthly training activity, pre-post assessments / feedback and any other MIS required by the division and make it presentable for audit • To prepare the monthly training calendar for Staff College after consulting with the Director / Learning Managers • To prepare office notes for the payment of honorarium to internal / external resource person(s) • To collect evaluation forms from trainees, at the end of the course and formulate a summary along with the recommendations regarding improvements to be made for the Director • To prepare training feedback on completion of a training program, by coordinating with the Learning Managers • To ensure all classrooms are fully functional, and any malfunctioning is rectified immediately • To ensure timely completion of the implementation plan of monthly training calendar • To carry out any other tasks as assigned by the Director Staff College

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.