

“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 **Risk Management** based at **Karachi**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

01	Position / Job Title	Unit Head – HR & Administration Wing (AVP)
	Reporting to	Wing Head – HR & Administration – Risk Management Group
	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 • Candidates having Master’s degree and / or any other relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 06 years of experience in HR & Administration
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Strong communication skills • Good team player with ability to prioritize and accomplish tasks • Must be proficient in Microsoft Office (MS Excel, Power Point and Word)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To supervise group related Human Resource data bank, i.e. Staff Rotation, Job Objectives, Employee's Head Counts, Organogram, KPI's, HR Succession Planning, etc. • To supervise preparation of budget in collaboration with respective departments within group • To supervise maintenance and reconciliation of expenses viz-a-viz budget in collaboration with Finance Department • To look after hiring-related matters and ensure completeness within due time • To ensure HR data related to staff profile/ leave records are maintained as per bank policy & legal requirements and look after HR / Admin related routine affairs • To perform Annual Performance Appraisal exercise of Group as per policy and ensuring confidentiality • To supervise maintenance and reconciliation of deadstock / fixed assets in collaboration with stakeholders • To coordinate with internal & external Audit Teams during Audit Inspection and timely provision of required information and compliance status on observations (if any) • To perform any other assignment as assigned by the supervisor(s)

Assessment Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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 interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.