

“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 **Corporate & Investment Banking** based in **Karachi**.

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

<b>01</b>	<b>Position / Job Title</b>	<b>Unit Head – Human Resource (OG-I / AVP)</b>
	<b>Reporting to</b>	Divisional Head – Strategy & Business Planning
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having a Master’s degree in HR and / or HR related relevant certifications would be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 04 years of working experience, out of which at least 02 years in Human Resources, preferably in a financial sector</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Effective communication / interpersonal skills with internal stakeholders, counterparts and line management etc.</li> <li>• Proficient in Excel, Word &amp; PowerPoint</li> <li>• Understanding of HR functions</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To prepare Staff Requisition Forms (SRFs) and coordinate with HRMG for internal / external advertisements</li> <li>• To supervise &amp; liaison with CIBG’s regions / divisions for Key Performance Indicators (KPIs) of staff on quarterly basis</li> <li>• To oversee the matters of Training Need Analysis and ensure that CIBG staff is adequately trained on Pan-Pakistan basis. Also, send training recommendations on monthly basis so that the target for number of employees trained is achieved during the year</li> <li>• To prepare staff recognition proposals</li> <li>• To handle matters related to re-organization structure (organogram) of CIBG</li> <li>• To prepare and process fresh inductions, resigned, transfers, retirement, superannuation, dismissal, etc. cases of CIBG</li> <li>• To handle issuance of NOC for travelling abroad and verification of antecedents of CIBG staff</li> <li>• To oversee the cases related to contract renewal of contractual staff</li> <li>• To disseminate Code of Conduct and all other policy related material and ensure that it is signed-off by each employee of CIBG every year</li> <li>• To prepare and disseminate the punctuality and regularity reports to all the staff members</li> <li>• To maintain and update signed job descriptions of CIBG staff</li> <li>• To handle sensitive and confidential information with the utmost discretion and maintain a high level of confidentiality</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>

<b>Assessment Test / Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).
<b>Employment Type</b>	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](http://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.**