

“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**.

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

01	Position / Job Title	Unit Head – SAP Operations & MIS (AVP / VP)
	<b>Reporting to</b>	Wing Head – Performance & Rewards
	<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 of Pakistan</li> <li>• Candidates having a Bachelor's or Master's degree in HR and / or Public Administration would be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 06 years of experience in Compensation and Benefits and / or HR Operations, out of which at least 03 years of hands-on experience in SAP HCM, preferably in the banking sector</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Proficiency in MS Office suite, including Microsoft Excel</li> <li>• Knowledge of SAP HCM is mandatory</li> <li>• Excellent communication and interpersonal skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To execute personnel tasks in SAP-HCM; relieving, joining, change in pay, confirmation, leaving, suspension, termination etc. on behalf of the custodian department till handover of the assignment to user's wing / department</li> <li>• To manage process of generation of accurate MIS within reasonable turnaround time for Audit, External Agencies, Internal Stakeholders, Management, Groups, etc.</li> <li>• To manage process of accurate financial entries in SAP-HCM as received from the regions and maintain documents records</li> <li>• To perform inter / intra departmental reconciliation of financial as well as other entries performed in the SAP system through PRMW users by substantiating it through documentary proof</li> <li>• To develop and update procedural manual for financial, personnel, and other entries in the SAP system by clearly defining roles and responsibilities of all stakeholders</li> <li>• To perform pay fixation and generation of fixation advise of in-service employees in event of salary increase, decrease, adjustment, etc.</li> <li>• To perform any other assignment as assigned by the management</li> </ul>
	<b>Place of Posting</b>	Karachi
	<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for 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 interview.

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