

“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 – Admin & Expense Management (AVP)
	<b>Reporting to</b>	Wing Head - Administration
	<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 Bachelor’s or Master’s degree and / or related professional certification will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 06 years of experience in Administration and / or Human Resources and / or Finance, out of which at least 02 years of experience in Budgeting and / or Expense Management</li> <li>• Candidates having experience of working in large scale organization and / or with renowned training firms would be preferred</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Good understanding of learning &amp; development function</li> <li>• Up to date knowledge of prevailing trends and programs in the market</li> <li>• Excellent Interpersonal skills</li> <li>• Proficiency in MS Office (Word, Excel and PowerPoint)</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To check and process Monthly Statements of Training Expenses (MSTE) claims of various regions received from staff colleges and the settlement received by the Financial Control Group</li> <li>• To verify the reimbursement of expenses received from staff colleges and its settlement from the Financial Control Group</li> <li>• To prepare the budget sheet of expenses for payment from the Financial Control Group and draft office notes</li> <li>• To assist internal and external auditors by providing any information required by them</li> <li>• To prepare the monthly budget compliance report as well as annual report for reimbursement of training expenses</li> <li>• To maintain all accounts registers and relevant books / vouchers / data for audit and inspection purposes</li> <li>• To process and follow up all HR related matters of the Division’s staff</li> <li>• To maintain leave record of executives / officers of the Division</li> <li>• To process, supervise and maintain the record of outsourced resources / janitorial and guards of the division</li> <li>• To maintain and safe keeping of all documents related to all correspondences of all colleges, dead stock items / files etc. of whole Division</li> <li>• To compile and provide the data of the Division to Head Office whenever required</li> <li>• To support and fulfil the administrative needs of the staff of the Division</li> <li>• To perform any other assignment as assigned by the Wing Head Administration</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.**