

“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:

01	Position / Job Title	HR Officer (OG-III / OG-II)
	Reporting to	Wing Head
	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 of Pakistan • Candidates having Bachelor’s or Master’s degree in HR / Public Administration and / or HR related professional certification would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 01 year of working experience in Human Resources and / or Banking
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good communication / interpersonal skills • Effective team player • Service Oriented • Knowledge of MS Office applications • Understanding of HR functions
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To coordinate with internal and external stakeholders to strengthen HR relationship • To provide support to the team in performing HR related BAU activities • To assist in implementation of relevant HR initiatives / projects • To assist in responding to HR related queries or requests • To maintain relevant database and prepare related reports as and when required • To keep abreast with modern HR practices and market trends • To perform any other responsibility as assigned by the supervisor
	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.