

“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	Officer - HR Investigations (OG-III / OG-II)
	Reporting to	Wing Head - HRLC & ERD
	Educational / Professional Qualification	• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidates having a Master's degree and / or LLB and / or HR certifications would be preferred
	Experience	• Minimum 01 year of experience in Human Resources • Candidates having experience of working in similar roles in financial sector would be preferred
	Other Skills / Expertise / Knowledge Required	• Good communication / interpersonal skills • Effective team player • Service orientated • Knowledge of MS Office applications • Understanding of HR functions
	Outline of Main Duties / Responsibilities	• To review the contents of complaint received, and initiate facts findings on recommendation of Unit Head / Wing Head • To process and provide assistance to assigned formal investigations, warranting deeper assessment and review initial reports received through the Unit Head • To follow-up with designated Investigation Officer(s) to submit their findings and reports strictly within the defined Turn Around Time (TAT) • To perform initial scrutiny of investigation reports, and identify gaps to Unit Head / Wing Head, and raise queries with investigators to ensure complete clarity • To prepare and process formal Office Notes for assignment and closure of investigation • To forward the final investigation report to the concerned department for further necessary action • To maintain an accurate and updated Management Information System (MIS) for case tracking • To perform any other assignment as assigned by the supervisor(s)
	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.