

“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(s) 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(s):

<b>02</b>	<b>Position / Job Title</b>	<b>Officer Admin - HR Legal Compliance (OG-II / OG-I)</b>
	<b>Reporting to</b>	Divisional Head - HRLC & ERD
	<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 Master’s degree in Business Administration / Public Administration / Human Resources and / or other relevant discipline and / or any other relevant professional certification(s) would be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 02 years of experience is required in HR and / or Admin</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Strong command over MS Office</li> <li>• Organized and result oriented</li> <li>• Good communication skills</li> <li>• Excellent drafting skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assist the In-charge / Wing Head Admin and Coordination, in all the grievances / letters received at the Wing, including review and analysis for possible resolution from relevant quarters as well as processing</li> <li>• To follow up with concerned quarters, for resolution of pending replies / responses for their disposal within TAT</li> <li>• To look after administrative assignments of the Division</li> <li>• To prepare MIS and record maintenance and dispatch related data and other documents from concerned quarters / Wing / Division / Group</li> <li>• To collect and prepare data related to staff i.e. maintaining leave record</li> <li>• To forward cases to the concerned sections / wings / groups after proper analysis</li> <li>• To update proper MIS of files / record to maintain and update cases files on day to day basis and keeping record of all HR-Litigation related case files</li> <li>• To maintain / update database of cases filed against the Bank and by the Bank</li> <li>• To liaise and coordinate with all regions on HR related matters for providing copy of Petition and all relevant documents pertaining to the Case for updating files</li> <li>• To perform any other assignment as assigned by the Unit Head / Wing Head(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.**