

“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 at **Karachi**.

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

01	Position / Job Title	Case Processing Officer – EDW (OG-II / OG-I)
	<b>Reporting to</b>	Wing Head – EDW
	<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</li> <li>• Candidates having Law degree and / or Master’s / 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 employee grievances / inquiry handling</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Suite</li> <li>• Good communication skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the scrutiny of investigation reports (in-house or received from FID/EGCW), identify any discrepancy and get it rectified in line with the policies and procedures of the Bank</li> <li>• To support, analyze and prepare formats of cases for presentation before the authority</li> <li>• To support the preparation of office notes for issuance of charge sheet and appointment of enquiry officer</li> <li>• To support the preparation of summary of cases for placing the case before deciding authority</li> <li>• To support the preparation of communication of decisions made by the relevant authority to the parent Offices and obtain acknowledgements</li> <li>• To support and assist the legal team in matters, pertaining to the Employee Discipline Wing</li> <li>• To prepare response for communication to SBP, MoF, LEAs etc.</li> <li>• All kinds of filing and record keeping</li> <li>• To perform any other assignment as assigned by the supervisor(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.**