

“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:

02	Position / Job Title	Complaints, PCP & Deceased Quota Officer (OG-III / OG-II)
	Reporting to	Wing Head – IRW, ERD
	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 • Candidates having Master’s degree in Human Resource Management / Industrial Relations / or any other relevant professional certification(s) would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 01 year of experience is required in dealing with employee disciplinary matters
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Proficient in Microsoft Suite • Excellent drafting skills • Good communication skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To prepare responses/replies to complaints/ applications lodged on PCP/or directly to applicants who applied under Employees’ Quota hiring Policies • To scrutiny applications received under Son-Quota employment (Occurrence basis) on prescribed criteria specified under Bank’s policy • To maintain records / files of received applications for hiring under Son -quota (Occurrence basis) for onward processing • To continually updating data of wards of deceased employees (Occurrence basis) & preparing cases for approval of competent authority • To handle Section’s employees / Son quota related litigation cases pending in judicial forums • To correspond with Regional Offices for retrieval of old cases /applications under hiring policies • To process of applications to scrutinize irregularities and reporting to concerned quarters for rectification • To maintain record of cases filed under various hiring policies filed by applicants/petitioners • To assist Unit Head to update Wing’s MIS/ records related to applicants who applied under old hiring policies • 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.