

“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:

<b>04</b>	<b>Position / Job Title</b>	<b>Coordinator to Divisional Head – L&amp;D (OG-III / OG-II)</b>
	<b>Reporting to</b>	Divisional Head – L&D
	<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> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 03 years of working experience in the relevant field</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal skills</li> <li>• Proficiency in MS Office (Word, Excel and PPT)</li> <li>• Proficiency in Video Conferencing Applications (Zoom, Meet, Teams, etc.)</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To coordinate with various training institutions and organizations to convey messages by the Divisional Head Learning and Development</li> <li>• To perform all Human Resources, Official, Administrative matters of staff colleges/JNMDC and learning and development division to propagate employee motivation</li> <li>• To prepare office notes of external trainings for the approval of the President of the National Bank of Pakistan</li> <li>• To coordinate with external training providers for outsourced trainings in accordance to the Training Needs Assessment of employees</li> <li>• To coordinate with Wing Heads &amp; Director Staff Colleges as required by the Divisional Head Learning and Development</li> <li>• To coordinate with the Wing Heads of the Learning and Development division to compile pre-inspection data to be provided to internal and external auditors</li> <li>• To conduct follow-ups regarding trainings to be held and maintain a database for all outsourced trainers to be contacted when needed</li> <li>• To perform any other assignment as assigned by the supervisor</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.**