

“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:

04	Position / Job Title	HR Officer – IRW (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 in Human Resource Management and / Industrial Relations or any other relevant professional certification(s) would be preferred
	Experience	<ul style="list-style-type: none"> • At least 01 year of experience is required in dealing with the matters of IR / ER
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and MS office Suite • Excellent communication and interpersonal skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To provide assistance /prompt coordination and utmost support to Wing Head, IRW, ERD, HRMG and to deal with all matters of Industrial Relations • To follow up all pending matters with the concerned Offices/ Regions/ Divisions/ Groups of the Bank for obtaining appropriate record/ documents etc. for onward submission to various judicial forums • To address observations/irregularities as pointed out in periodic audits ensuring compliance of Internal & External Audit reports for rectification of irregularities • To facilitate in Administration work of the wing by coordinating in intra-Wing/ Division communication • To ensure liaison with the concerned Offices/Regions/ Divisions/Groups of the Bank on litigation cases • To prepare Office Notes escalated to High-up Management seeking approval for periodic meetings held between Management and Workers representatives/ stakeholders • To develop programs to enhance employee relations • To assess the impact of prevailing beneficial hiring policies and devising modalities for improvement • To ensure that policies are implemented in line with the requirements of the bank • To record and process confidential information in consultation with high-up management • To assist in building a vibrant HR culture with active participation in all HR related matters • 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).
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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.
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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.