

“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	Unit Head (Karachi) – HR Legal Compliance (AVP / VP)
	<b>Reporting to</b>	Wing Head – HR Legal Compliance
	<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 06 years of experience in the field of HR Legal Compliance and / or Employee Relations and / or Industrial Relations and / or Grievance Handling and / or Litigation and / or Court Cases Handling</li> <li>• Candidates having experience of working in these roles for a bank and / or public sector and / or large scale organization would be preferred</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Strong communication and people management skills</li> <li>• Assess problem and make sound judgment</li> <li>• Strong negotiation skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To liaise and coordinate with Wing Head – HR Legal Compliance</li> <li>• To assist the Wing Head – HR Legal Compliance in all Legal aspects of proposed changes to business structure for Region / Head Office</li> <li>• To contribute to the development of HR Legal Compliance function by developing an HR Legal Strategy that is aligned with business needs</li> <li>• To support all parts of the Regional / Head Office business and Human Resources on HR Legal matters to ensure their effective management</li> <li>• To review and / or propose amendments in Human Resource policies, procedures, rules, regulations and code of conduct &amp; ethics to be routed thorough Divisional Head – HR Legal Compliance for its legal vetting keeping in view the legal infrastructure of the country</li> <li>• To manage the assigned team effectively to ensure objectives / KPI’s of HR Legal are met</li> <li>• To assist and support the HR Legal Compliance Division of the Bank in the management of all Regional / Head Office HR related legal cases including without limitation provision of relevant facts, attendance in courts (along with Legal representative), ensure compliance of court requirements and court orders in a timely manner</li> <li>• To assist the Wing Head – HR Legal Compliance to align awareness sessions in the Region / Head Office for reduction of HR Legal cases</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>

<b>Assessment Interview(s)</b>	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interview(s).
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<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.
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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 interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**