

“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 – Policies (AVP/VP)
	Reporting to	Wing Head – Organizational Effectiveness
	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 who have master’s degree and/or majors in HR and/or HR certifications such as SHRM, CHRP, etc. would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 05 years of working experience with at least 02 years in policy development and implementation preferably in financial sector
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Excellent communication, Interpersonal and writing skills • Excellent relationship management skills • Excellent presentation skills • Excellent organizational skills, detail oriented and pro-active working attitude • Ability to build strong professional relationships with stakeholders • Analytical skills with the ability to assess and report on HR policy effectiveness.
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To lead the development, continuous improvement and updates of HR policies, ensuring that they reflect industry best practices, comply with regulations, and support the strategic goals of the organization • Lead the creation, review, and update of HR policies and procedures, ensuring they comply with legal regulations and organizational needs. • Ensure HR policies are aligned with the company’s vision, mission, and values. • Develop and implement a process for policy adoption and ensure effective communication across all levels of the organization. • Regularly review policies to ensure relevance, legality, and alignment with evolving business needs and external laws. • Work closely with the relevant stakeholders to ensure policies are in line with changing laws and regulations. • Address any compliance issues and manage risk related to HR policy implementation. • Advise and support HR teams, managers, and employees on policy-related matters, addressing concerns and resolving conflicts as needed. • Ensure employees are informed about new policies, changes, and updates through various communication channels. • Identify areas for policy improvement based on employee feedback and business needs. • Manage Audits related to HR Policies. • To perform any other assignment as assigned by the supervisor(s)

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

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