

“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:

03	Position / Job Title	Wing Head – Administration (VP / SVP)
	Reporting to	Divisional Head – L&D
	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 and/or any other professional certificate will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 8 years of experience in Learning & Development and / or HR & Admin • Candidate having experience of working in large scale organization and/or with renowned training firms would be preferred
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good understanding of learning & development function • Up to date knowledge of prevailing trends and programs in the market • Excellent Interpersonal skills • Proficiency in MS Office (Word, Excel and PP)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To coordinate with the Head Office and staff colleges for conducting TNA exercise • To plan centralized training for all staff colleges through dissemination of training calendar • To coordinate with all business groups for training related matters • To liaise with Recruitment and Placement wing for induction courses • To evaluate, finalize and share course materials with the colleges • To assist divisional head with annual budget plan and quarterly performance report • To address all related queries of Board Committees/Sub Committees, internal & external auditor and the regulator and also ensure timely resolution of the same • To handle all staff welfare related matters of the division and also collect APAs of the division for submission to Divisional Head • To oversee logistic issues of the division in coordination with centralized HR Admin • To monitor budget compliance of the division • 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).
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 interview.

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