

“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 **Information Technology** based in **Karachi**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

03	Position / Job Title	Associate – Management Committees and HR (OG-II / OG-I)
	Reporting to	Department Head – Governance and Audit Coordination
	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 a Bachelor’s degree in IT, Computer Science, Business or Commerce and / or Master’s degree and / or relevant certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 03 years of experience in HR Coordination and / or Management Committee Coordination, preferably in bank(s)
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Good coordination skills for Management Committees and Human Resources operations • Excellent written and verbal communication skills • Sound knowledge of HR functions and processes • Good attention to details • Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To organize and schedule meetings for IT Management Committees, including executive, audit, risk, and strategy committees • To prepare meeting agendas, compile documentation, and ensure distribution of materials to committee members in advance • To act as the primary point of contact for all IT Management Committee communications and documentation • To attend IT committee meetings, take minutes, and ensure timely follow-up on action items and resolutions • To maintain records of committee activities and decisions, ensuring all documentation is properly archived and accessible • To assist the department with daily operations, including recruitment, onboarding, employee relations, and performance management • To coordinate the recruitment process, including job postings, interview scheduling, candidate communications, and onboarding logistics • To support the implementation and communication of HR policies, ensuring they are clearly understood and adhered to by all employees • To assist in handling employee relations issues, escalating to HR management as necessary • To help maintain HR records, including employee files, training records, and performance reviews • To prepare reports for management committee meetings, providing insights on topics, such as staffing, employee engagement, management committee reports and performance metrics • To compile and distribute management committee meeting minutes, ensuring action points and decisions are accurately documented • To assist in preparing reports and presentations for the IT department, management team, and committee members • To ensure all documents, such as committee decisions, HR records, and performance reviews, are properly maintained and easily accessible • 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).
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 test / interview.

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