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| **01** | **Position / Job Title** | **Divisional Head Compensation & Benefits (SVP / EVP)** |
|  | **Reporting to** | Group Chief / Head HRMG |
| **Educational /**  **Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC * Candidates having Bachelor’s or Master’s degree in HR / Public Administration and / or Business Administration and / or HR related professional certifications such as SHRM, CHRP, etc. would be preferred |
| **Experience** | * Minimum 15 years of working experience with at least 10 years in HR in the area of HR Operations and / or HR Services and / or Compensation & Benefits and / or Rewards * Candidates having above experience in a bank / financial sector / large scale / public sector organization(s) will be preferred |
| **Other Skills /**  **Expertise /**  **Knowledge**  **Required** | * Knowledge of country's employment regulations, procedures and a general understanding of other Human Resource areas * Well-developed relationship management skills, including credibility and influencing skills * Detail-oriented and committed to a high degree of accuracy * High level of discretion in dealing with confidential and sensitive information * Good understanding of business and financial acumen * Excellent analytical and problem solving skills * Self-motivation and the ability to work on personal initiative |
| **Outline of Main**  **Duties /**  **Responsibilities** | * To develop and maintain a thorough understanding of Bank's strategic direction, ensuring business-specific compensation and benefit programs are aligned with enterprise-wide compensation principles and objectives * To conduct assessments to identify potential risks / gaps within the operations and develop internal control frameworks to mitigate identified risks / gaps effectively * To evaluate existing processes and workflows to identify bottlenecks and inefficiencies affecting turnaround time * To implement quality assurance measures to ensure consistent and high-quality service delivery * To supervise and manage all Compensation & Benefits activities for staff and ensure Bank's payroll operations follow the approved policies and procedures * To keep abreast of emerging trends and evolving regulatory requirements to ensure pay-level opportunities will attract and retain qualified talent and suggest changes related to Compensation & Benefits policies in line with best market practices * To ensure sustainable Human Resource processes through management of Human Resource MIS, implementation of ERP systems and automation of processes in line with regulatory compliance to internal and external policies and procedures * To ensure the management of all employee health affairs by overseeing the Employee Health Management Wing effectively * To supervise processing of end service benefits of separated, deceased and retired employees * To supervise pension & investments processes and ensure all tasks and assignments comply with the regulatory and organizational policies and procedures * To maintain records of all payments made through the division * To assist the Group Chief / Head in the matters to be presented to the Board of Directors and Subcommittees * To ensure that internal, external and regulatory audit deliverables are submitted on time and take corrective actions accordingly * To perform any other assignment as assigned by the supervisor(s) |