



CAREER OPPORTUNITY

Bank of Khyber is seeking to onboard an exceptionally strong and goal oriented professional as **Head Personnel Management Department**.

Eligibility Criteria:

- Minimum education required is Graduation. Preference will be given to Master's degree in Business Administration, Human Resource Management, Human Resource Development, Public Administration or any other equivalent related degree from a university recognized by the HEC of Pakistan or in case of foreign qualification in the above disciplines, holds an equivalency certificate from HEC of Pakistan. In addition, SHRM, SHRM - CP, CHRM, CHRP or any other HR certifications & diplomas will be an advantage.
- Minimum 10 years of working experience in the field of Human Resource Management in any reputable organization preferably in Financial Services Industry with at least 03 years of mid-senior level experience.

Main Duties / Responsibilities:

- Managing & Overseeing the overall HR Operations processes from onboarding to separations, Profile Creation, Performance Appraisals, Degrees & Antecedent Verification, Promotion, Attendance & leave Management, Disciplinary Proceedings etc.
- Reviewing, Updating & Managing the HRMS for effective Data Analysis and Management Reporting.
- Manage activities pertaining to all contractual staff, such as contract renewals, revisions, amendments, extensions as well as raises, increments, and bonuses in accordance with the contract terms.
- Executions/implementation of Staff Wellness initiatives like health & life insurances etc.
- Serve as a member of different committees as required by the Bank.
- Correspondences with regulators and various Government functionaries related to HR assignments, including coordination and compliance of Internal & External Audits.
- Perform any other responsibility as assigned by the Head HR Administration & Management and any other competent authority from time to time.

This position is based in Head Office Peshawar and market-based remuneration package will be offered.

For further details regarding complete job description and submission of online application, Interested candidates are welcomed to visit our website at www.bok.com.pk/careers.

Last Date to submit applications are **November 09, 2023**.

The date of Interview will be intimated after shortlisting of candidates. (No TA/DA is admissible for interview). In case the degree is obtained from a foreign university, candidates have to submit equivalency certificate from HEC at the time of interview to validate that they possess the required education.

**PERSONS WITH SPECIAL NEEDS ARE PERSUADED TO APPLY.
BANK OF KHYBER IS AN EQUAL OPPORTUNITY EMPLOYER.
ALL CANDIDATES ARE TREATED STRICTLY ON MERIT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.**