

## JOIN THE PIONEERS

Your Career Highlight!

**Export-Import Bank of Pakistan (“EXIM Bank”)** is set up by the Government of Pakistan, as Pakistan’s official Export Credit Agency, to support inter-alia the growth of exports and to undertake import substitution projects. EXIM Bank is looking for:

<b>Job:</b>	<b>Assistant Manager – H.R. Operations</b>
<b>Department:</b>	Human Resources
<b>Job Location:</b>	Islamabad
<b>Qualification:</b>	Minimum Bachelor’s degree (or equivalent) in business administration or other relevant fields from a leading international university or a local one recognised by the Higher Education Commission (H.E.C.).
<b>Experience:</b>	Minimum 5 years of related work experience in/with financial institutions in Pakistan. Extensive experience in analysis and implementation of Human Resource Information System (H.R.I.S.).
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>⊃ Ensure implementation of S.O.Ps. in H.R.I.S. system; Execution of all H.R. operational and financial transactions and successful data entry in system as well as control structure.</li> <li>⊃ Conduct H.R.I.S. system administration related operations; ensure detailed guidelines implementation to perform administrative tasks to uplift administrative services.</li> <li>⊃ Ensure operational approval in H.R.I.S. system and implementation for seamless execution of operations.</li> <li>⊃ Posting in H.R.I.S., Verification and record maintenance for Audit trails of financials input (payroll, rewards, staff loans, incentives, leaves, etc.), statements, and reconciliations in H.R.I.S.; checking of supporting documents in compliance with defined pre-requisites and set parameters.</li> <li>⊃ Ensure implementation of rewards structure for organisation; ensure accurate and timely payroll administration, staff loan and disbursements in H.R.I.S.</li> <li>⊃ Ensure smooth execution of H.R. operations within assigned budget in coordination with supervisor; monitor and controls critical expenses of the department to ensure compliance with the assigned budgetary limits.</li> <li>⊃ Ensure accuracy of daily H.R. operations, take steps for rectification of identified gaps and signs off respective documents/reports.</li> </ul>

- ▷ Posting and extraction of financial reports from the systems, i.e. joiner reports, leavers reconciliation, confirmation cases, salary revisions, incentives calculations, etc.
- ▷ Update payroll with data pertaining to inflow and outflow of employees; reviews data to compare variance of employee numbers between consecutive months.
- ▷ Ensure proper documentation as well as adherence to policies and procedures regarding payroll.
- ▷ Highlight anomalies in financials and liaise with relevant team to rectify identified errors.
- ▷ Ensure accuracy of financials by identifying errors and eliminating risks.
- ▷ Implement H.R.I.S. system related rules, policy, approvals and hierarchy level changes as per set parameters and business rules and principles.
- ▷ Ensure compliance with set parameters, defined policies, hierarchy levels, approval authority, user rights principals and rules of systems.
- ▷ Resolve system related operational issues with consultation of I.T., P.M.O., etc., i.e. reversal actions to rectify errors.
- ▷ Facilitate stakeholders with required customised reports, i.e. personnel data requests from authorised teams; share reports with concerned stakeholders and clarifications on queries (if any).
- ▷ Ensure complete data entry and get authorisation to control anomalies and process authentication.
- ▷ Respond to the queries of internal and external auditors; elucidate process flow and functionality of systems.
- ▷ Strategise governance of systems to ensure seamless operations through advanced controls and measures.
- ▷ Completion of any other tasks assigned by the senior management and line manager.

**Core Competence:**

- ▷ Significant understanding of H.R. Operations; Compensation, Benefits, End Service Processes, H.R. Records, etc.
- ▷ Good understanding of Payroll administration and execution as per applicable laws, H.R.I.S., H.R. Budgets, financials and forecasting.
- ▷ Knowledge of applicable labor, tax and related laws.
- ▷ Good interpersonal skills, people-focused and networking skills; creative under pressure, proven negotiation or contracting expertise.
- ▷ Good written and oral communication skills both in English and Urdu.
- ▷ Very good computer literacy and inclination towards automation.
- ▷ Ability to work independently and create goals and vision for delivery in ambiguous, difficult or new situations.
- ▷ Strong understanding of H.R. functions.
- ▷ Strong and confident team player, motivated, and passionate about the

vision and mission of the bank, and deep desire to contribute to the overall success of EXIM Bank's mandate.

## APPLY NOW!

**If you possess the credentials in seeking, we want to hear from you.**

- ▷ Apply through <https://njp.gov.pk>

OR

send us your Curriculum Vitae (C.V.)/Resume at the **Mailing address:**

Head of H.R., Export-Import Bank of Pakistan (EXIM Bank), 5<sup>th</sup> Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad.

- ▷ Deadline for submission of applications is **31<sup>st</sup> of May, 2024.**
- ▷ EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever.
- ▷ EXIM Bank reserves the right to relocate employees from time to time.
- ▷ Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply.
- ▷ Only candidates shortlisted for interviews will be contacted.

[www.eximbank.gov.pk](http://www.eximbank.gov.pk)

Contributing Towards a Positive Trade Balance

مثبت تجارتی توازن، مضبوط پاکستان