

Position: Manager Talent Acquisition**Locations: Head Office - Karachi****Required Experience & Qualification:**

Minimum Master or MBA from an HEC recognized University with minimum 5 Years' experience in full-cycle recruiting, sourcing and employer branding. Must have excellent interpersonal and communication skills and ability to motivate, develop, and direct people as they work and ability to identify the best people for the job.

Main Duties & Responsibilities:

- Handle end to end recruitment process from sourcing to on-boarding.
- Develop, monitor and maintain applicant pool.
- Represent bank in job fairs and other recruitment events.
- Prepare and announce internal and external job posting.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Develop and maintain professional relationships with External Employment Agencies, Universities and other sources to meet Banks sourcing requirement.
- Responsible for vacancy management of the assigned segment Bank wide. Duties may include short listing, interviewing, and referring the candidate to the client department.
- Ensure all pre-hiring checks are conducted for the prospective candidate(s).
- Prepare employee compensation package after conducting detailed internal / external salary analysis, internal checks and verification, market-job worth, experience, qualification, consultation with line manager, and making job offer to the prospective candidate.
- Compile and update report for job openings, hires and post hire summaries.
- Ensure staff's complete joining documentation requirements as per Bank policy.
- Supervise timely submission of new joiner's information (Employees Files & Data entry in Harmony) before monthly payroll processing.
- Ensure compliance with SBP provided guidelines at all levels of Recruitment Process.
- Assist in yearly headcount budgeting exercise.
- Working on Organizational charts and ensure updation of periodic changes.