



The Karakoram Cooperative Bank Ltd (KCBL)

LOOKING FOR THE POSITION OF HUMAN RESOURCE ANALYST

Position Summary:

The HR analyst position is responsible for aligning business objectives with employees and management in designated business units that closely supports the overall aims of the organization.

Major Responsibilities:

- Acts as change agent to business through process design and approaches that support change and transformation.
- Responsible for end-to-end recruitment as per the business plan for the year within the respective Region/domain.
- Actively participates in recruitment campaigns; job fairs; college relations programs to ensure robust candidate pipeline.
- Co-facilitates New Employee Orientation (NEO) program for new hires.
- Facilitate internal transfers, elevation & Promotions.
- Ensures merit & transparency in internal elevations, transfers & promotions.
- Resolve complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides day-to-day guidance to line management (e.g., coaching, counseling, career development, disciplinary actions)

- Ensures & Facilitate implementation of HR procedures & practices in assigned region.
- Facilitate performance management & Talent Management activities in assigned region or domain.
- Perform other duties as assigned.

Requirement:

- Master's degree in Human Resource from HEC recognized reputable University, Valid Specialized Certification in HR will be an added advantage. Bonafide residents of GB shall be preferred.
- Between 5 to 8 years of experience in Human Resource as HR analyst /leading role preferably in banking sector.
- Age: up to 55 years as of March 31,2022.

Interested candidates must apply online before the closing date i.e., February 15, 2022.

HUMAN RESOURCE DEPARTMENT
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