

**Government of Pakistan  
Finance Division**

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Islamabad, the 9<sup>th</sup> April, 2024

**CIRCULAR**

Subject: **PRIVATE JOB VACANCY ANNOUNCEMENT BY ECO TRADE AND DEVELOPMENT BANK**

Please find enclosed a copy of ECO Trade and Development Bank self-explanatory advertisement/posting dated 04-04-2024 on the above subject, for further appropriate action.

  
(Muhammad Anwar Javaid)  
Section Officer (HR-I)

**All Officers, BPS 17 and Above) of Finance Division**

The Webmaster, Finance Division

**Human Resources Department Head****Posting Date:** 4 April 2024**Location:** Istanbul, Türkiye**Contract Type:** Fixed-term**Contract Length:** 1 year (renewable upon satisfactory performance)**Posting End Date:** 3 May 2024**About the Bank**

The Economic Cooperation Organization Trade and Development Bank (ETDB), is an international financial institution with headquarters in Istanbul, Türkiye. It was established with the vision of becoming the financial pillar of economic cooperation among all Economic Cooperation Organization (ECO) member states by fostering sustainable development and integration.

**About the Job**

The Human Resources (HR) Department Head is operating under the guidance and supervision of Vice President of Finance, ensures that HR services are planned and implemented according to the Bank's policies and procedures. This is done with the aim of improving employee performance and achieving the Bank's objectives.

The HR Department Head collaborates closely with the President, Vice Presidents, and all Department Heads.

**Required Skills and Experience**

Candidates must possess the following:

- Bachelor's Degree in Finance/ Business Administration/ Economics and other related subjects. Preferably Master's Degree in these fields.
- Advanced knowledge in the field of human resources in general.
- Minimum of 12 years related work experience preferably acquired in a large commercial/ investment bank or an international financial institution.
- Excellent command of written and spoken English.
- Strong communication skills.
- Fast decision making combined with a hands-on mentality.
- Ability to work under time-pressure and multi-tasking.
- Strong attention to detail and the ability to maintain confidentiality.
- Strong problem-solving and analytical skills.

## **Job Description**

Key responsibilities of the HR Department Head include:

- Development and execution of HR strategies for the Bank, ensuring the smooth operation of HR functions and contributing to the overall success of the organization.
- Development and implementation of HR policies, procedures, and initiatives to foster a positive work environment and ensure compliance with labour laws.
- Planning and managing all human resources processes of the Bank including Recruitment, Compensation, Career Planning, Promotion, Disciplinary Processes, Performance Evaluation, Separation, etc.
- Preparing the annual training program and implementing it effectively.
- Managing the administration of monthly payrolls, employee salaries, benefits, allowances, and leaves.
- Managing HR operational matters, such as the preparation of employment contracts, and maintaining HR management system and personnel files.
- Managing operational matters related to the Bank's Pension Plan.
- Managing the procurement process for employee health and life insurance plans and all related operational matters.
- Providing support and guidance to employees on various HR related matters, including employee relations, benefits, policies, and procedures.
- Ensuring compliance with HR best practices, industry trends, and applicable laws.

## **Application**

Candidates are expected to send their CVs to "[HR@etdb.org](mailto:HR@etdb.org)".