

## **Banking Associate / Senior Banking Associate System Administrator –Human Resources Operations**

The job holder will be responsible for the effective and efficient functioning of the HR Systems Administration/Operations & Services unit whilst implementing and continually improving the service and quality standards

### **The Job:**

- Ensure efficient administration of HR operations relating to leave/ attendance management, shift changes / exchanges and managing the overall administration of the Human Capital Management system (HRIS)
- Ensure efficient management of each module on HCM by continuous re-engineering of the process in place
- Ensure efficient management of HR operations relating to overtime, providing of staff related data on request and staff personal files as per policy and applicable statutory requirements
- Ensure staff contract extensions and transfers are done on a timely manner in line with the laid down process
- Establish a robust control environment that is periodically reviewed and strengthened to ensure compliance with all applicable policies
- Maintain zero-tolerance with respect to adherence to all current and upcoming regulatory requirements
- Assist the HR Management to identify automation / digitization opportunities that will enhance productivity / accuracy / reduce cost / other benefits without compromising on the risk and support the HR team in utilizing all HCM related functionalities by coordinating the same with the vendor

### **The Person:**

- Possess a Degree / Diploma / Professional qualification in Management / Human Resources
- Possess minimum of 4 years Banking experience with exposure to HR (Preferably experience in managing HR systems)
- Possess strong analytical and communication skills
- Possess excellent IT literacy

Please login to <https://www.ndbbank.com/careers> to apply on or before 12<sup>th</sup> May 2023

We will correspond only with the shortlisted applicants

*“We are an equal opportunity employer”*



**Vice President, Group Human Resources**

