Job Title: HR Officer	
Reports to	Section Manager, Human Resource
Function:	Management of human resources of the Bank through various methods on recruiting, developing, monitoring, assisting employees and maintaining of employees' records.

Accountabilities/Responsibilities

1. Provide staff information for resource planning &decision making in HR Development and employment;
2. Maintain and follow-up on monthly performance of probationer employees and submit to the Management for review and confirmation;
3. Carry out or prepare various studies or report related to Human Resource;
4. Coordinate recruitment and selection of candidates as per the requirement;
5. Monitor the performance and effectiveness of the existing staff and providing report to the management (PMS);
6. Processing regular and meritorious promotion of employees as per the promotion policy and salary computation;
7. Processing BoB funded scholarships and other LTTP;
8. Processing of EOL;
9. Processing increment of all the employees due for increment;
10. Ensure all records on e-learning is maintained;
11. Advising the Section Manager, HR on all HR matters;
12. Providing recommendations on policy/procedures;
13. Drafting letter/correspondence related to HR activities;
14. Providing information on Human Resource as and when required; and
15. Any other task assigned by the Chief Support Services Officer and Head, Human Resources from time to time.