



1. JOB TITLE: HR Business Partner (1 Position(s))

Job Location : Head Office

Job Purpose:

Act as a strategic partner between HR and the business by delivering people focused solutions that align with organizational strategic goals. Leverages experience, data insights, and agility to support informed decision making, while consulting and coaching leaders to drive execution of the organization strategy, vision and mission.

Main Responsibilities:

Performance Management

- Support the setting of SMART objectives and drive completion
- Monitor quality and compliance on Performance Management (PM) process as per the PMS review calendar as well ensure performance culture is instilled among employees.
- Ensure management of poor performers as per the PM process to improve staff productivity
- Provide constant Performance guidance to Line Managers (e.g., Coaching, Counselling, Career Development, Disciplinary actions).

Learning and Development

- Work hand in hand with line managers to identify training needs for respective supporting departments and support implementation of the same within the approved training budget.
- Support timely completion of all mandatory trainings as per the plan and advocate for continuous training

Talent Acquisition

- Partner with respective departmental leaders to develop workforce planning and strategies that support business goals.
- Work closely with Talent Acquisition (TA) team to execute recruitment plans and talent sourcing strategies that attract and retain top talent.
- Closely follow up on all recruitments within supporting units to meet business expectations.

Staff Engagement and change champion

- Work closely with staff to enhance employee engagement and improve performance and productivity.
- Maintain smooth and effective engagements with Senior Management, departmental Heads, stakeholders & other business partners.
- Coach departmental Heads and line managers on various people issues for them to make informed decisions.
- Partner with HR Shared Services (HRSS) to deliver wellness support to HQ departments
- Ensure smooth onboarding and settling well of new staff to provide good experience for new staff.
- Understand and anticipate the need for change, diagnose underlying issues, and build the case for change with stakeholders.
- Actively participate in various change projects as per the needs and ensure proper communication and collaboration across departments.
- Represents and promotes the reputation of HR and takes accountability for the actions of the HR team

Governance and Controls

- Ensure all people risks are well managed across the business units regarding HR Compliance-related matters
- Ensure 100 adherence to HR policies and procedures
- Support the achievement of clean audit in all HR areas
- Promote and foster the engagement of the Bank's core values at all levels to ensure staff live the values.
- Ensure partners/business departments operate within the approved HR costs/ budget.
- Ensure updated operating models/Structures for the supporting units

Knowledge and Skills:

- Detailed knowledge of the industry trends, best practices, and labor legislation.
- Knowledge of standard hiring practices, recruitment Metrics, interview techniques, and management systems and approaches.
- Ability to handle complex HR projects independently.
- Excellent Communication skills
- Ability to present sound and well-reasoned arguments to convince others.
- Ability to adapt and work effectively with a variety of situations, individuals or groups
- Resilient, ability to dig deep and deal with disputed issues and ethical dilemmas
- Strong stakeholder Management skills, ability to form strong connections with others, earning trust, and able to influence even the highest-level management in the business.
- Highly proficient in the use of MS Word, MS Excel, and PowerPoint
- Ability to work under pressure and meet tight deadlines, be able to be discreet when dealing with confidential information
- Change Management Skills.
- Managerial and Leadership Skills.

Qualifications and Experience:

- Bachelor's Degree in Human Resources, Social Science or related fields.
- Master's Degree or HR professional certifications will be of an added advantage
- A minimum of 4 years' experience working in different fields of Human Resources i.e. Recruitment, Learning, Performance Management, Employee Relations, Compensation & Benefits etc.
- Experience in influencing Senior Management and departmental Heads into the adoption of ultimately beneficial People Management Policies and Procedures is desired.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 06-Feb-2026

Job closing date : 20-Feb-2026

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2. JOB TITLE: Senior Specialist Talent Acquisition (1 Position(s))

Job Location :Head Office

Job Purpose:

To implement end to end Talent Acquisition strategy to a portfolio of business units, providing guidance on the talent acquisition policy and procedures, attracting talent in line with job requirements and organizational objectives and managing headcounts in line with business plans

Main Responsibilities:

- Work with senior leaders and HR Business Partner of a business unit portfolio to understand key resource requirements and ensure the development of resourcing strategies that meet both current and future organizational needs.
- Plan and implement recruitment plans, campaigns and activities within the agreed deadlines.
- Act as the recruitment subject matter expert on employee resourcing strategies to provide innovative, cost effective and timely solutions.
- Manage the recruitment processes, ensuring that all recruitment activities are in line with the recruitment policy.
- Monitor and advise on positions and provide monthly headcount report to the line manager, in order to ensure SLA compliance.
- Prepare the annual NMB corporate recruitment plan to a portfolio of a business unit including budget, in consultation with HRBP and/or Heads of department.
- Monitor and ensure that budgets for Talent Acquisition to the business units are not exceeded and any trends in overruns are reported.
- Authenticate claims for recruitment and approve within specified limits.

- Research domestic labour market dynamics and report on trends in the banking sector and impact on NMB recruitment strategies.
- Build relationships with Higher Learning institutions for potential talent supply.

Knowledge and Skills:

- Knowledge of standard hiring practices, recruitment metrics, interview techniques, and management systems and approaches.
- Detailed knowledge of the industry labor market trends and recruitment best practices.
- Conversant with competency-based selection methods
- Strong stakeholder management skills, ability to form strong connections with others, earning trust, and able to influence even the highest level management in the business.
- Ability to work under pressure and meet tight deadlines, be able to be discreet when dealing with confidential information
- Change management skills.
- Managerial and leadership Skills.
- Good communication and presentation skills
- Planning and organizing skills
- Highly proficient in the use of MS Word, MS Excel, and PowerPoint

Qualifications and Experience:

- Bachelor's Degree in Human Resources, Social Science or related fields.
- Master's Degree or HR professional certifications will be of an added advantage
- A minimum of 4 years' working experience in Human Resources Management as a Recruiter or HR Business Partner in a large or medium size organization.

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