

DEPUTY DIRECTOR HR AND ADMIN

Duty Station:	Peshawar
No of Positions:	01
Report To:	Director HR/Admin and Finance
Salary Package:	Equivalent to BPS 18 of KP Project Pay Policy

A. Job Descriptions

i) Overall Role

The role of Deputy Director HR and Admin is to assist the Director HR/Admin and Finance on all HR and admin matters, and inventory management to deliver continuous improvement in performance and services in a way that supports the KPUMA's objectives.

ii) Key Responsibilities

The major areas of responsibility for the Manager Human Resources and Administration include:

- Recruiting and retaining a quality workforce, which receives appropriate on the job training and remains motivated to deliver high quality services;
- Establish effective, robust and timely mechanisms to collect and analyse staff information with the aim of monitoring individual staff performance against Authority's Mission and associated strategic and policy objectives and targets;
- Provision of staff learning, development and training opportunities in order to improve individual, team and organizational performance;
- Develop a consistent corporate approach to performance management and ensure that the KPUMA is able to drive maximum benefit from the process by working efficiently and effectively;
- Explore modern, flexible pay and conditions of employment to facilitate a flexible approach to the delivery of services, reflect market conditions, motivate the workforce and provide fair rewards;
- Create the right workplace environment and maintain appropriate systems to address employee grievances and to address any litigation issues as may arise;
- Manage the general admin responsibilities covering both Authority related functions and staff related functions across the organization; and
- Develop and implement the inventory management processes to help increase operational efficiency across KPUMA.

iii) Key Tasks

Human Resource Management

- Develop, implement and regularly update HR strategy and operation plan;
- Formulate, implement and update human resource policies and procedures;
- Maintain awareness and knowledge of contemporary HR practices and provide suitable interpretation to KPUMA's management and staff;
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of HR development;

- Provide professional support, advice and logistics to line and directorate managers and staff on best practice recruitment and selection, and interviewing and contract negotiation techniques
- Prepare job descriptions and personnel specifications & also update them on regular basis;
- Keeping up to date with current employment legislation and ensuring that line managers are effectively briefed on any relevant changes;
- Provide professional support and advice to line managers on staff induction processes, report and orientation;
- Anticipate trends, which may lead to future skill shortages. Where recruitment difficulties exist or are anticipated and identify reasons and possible responses in the short and longer term to safeguard the resources of KPUMA in delivering its objectives;
- Monitor the age profile of the workforce and develop a strategy for age that both recognises the contribution of older workers and encourages young people to enter and remain in the employment as they represent the future of the organization;
- Develop, implement and regularly update Human Resource Management Information System (HRMIS) to produce management information in relation to the KPUMA's human resources;
- Identify training and development needs and ensure that all training and development activities are based on an understanding of what needs to be done and why it needs to be done;
- Develop in conjunction with line managers competency frameworks which can be used as the basis for management development;
- In conjunction with the line manager, plan/prepare a strategy and supporting plan to meet ongoing training and development needs. Design and organized training courses and programmes necessary to meet training and development needs;
- Identify, select and manage external training and accreditation bodies, agencies and providers necessary to deliver required training to appropriate standards;
- In consultations with the line managers, define/set purpose of each role, key result areas/principal accountabilities and required key competencies;
- Provide professional support and advice to line managers on setting objectives and performance standards (the results to be achieved by employees defined in terms of targets and standards), performance measures and indicators (to assess the extent to which objective and standards of performance have been achieved), and staff performance review
- Ensure the regular performance review of each employee and maintenance of performance review record;
- Develop incentive/reward system both financial and non-financial for KPUMA employees to help make them more efficient, effective and motivated;
- Establish a job evaluation system against agreed criteria and benchmark jobs prior to determining a future approach to assessing pay levels in line with the Authority's remuneration strategy;
- Benchmarking the Authority's pay and benefits package with a range of other employers to ensure it remains competitive and supports the delivery within budgets available of high quality, flexible, responsive, competitive services;
- Periodically via staff surveys, seek employee's views on pay and conditions and other matters directly related to improving efficiency and service delivery;

- Maintaining appropriate procedures for handling disciplinary, grievances, harassment and discrimination issues and disputes, and ensure that the management and staff involved in applying these procedures have received appropriate training and mentoring;
- Ensure policies, practices and processes comply with the requirements of employment legislation and national and provincial agreements;
- Facilitate mechanisms to enable staff from disadvantaged and minority groups to fully contribute to, influence and inform the policy and procedures;
- Create the right workplace environment free of inappropriate or offensive use of language or display of material and protect staff from discrimination and abuse (verbal and physical); and
- Perform other related duties as required.

Admin and Logistics

- Provide strategic managerial support to all the departments and in terms of admin and logistics;
- Manage all general administration activities:
 - Keeping updates on licenses, certificates and other renewable documents of KPUMA.
 - Insurance registration, renewals, cancellations, claims, etc.
 - Planning, preparation and arrangement of meetings, conferences etc.
 - Refurbishment, maintenance of office premises and buildings
 - Office supplies and consumables
 - Legal/Police matters or issues
 - Staff-related matters, such as: employment offers, contracts, Labour procedures, new employee needs (office space, Authority issued assets, employee cards, etc.)
 - Maintenance of staff records such as leave, performance, training etc.
 - Official correspondence/letters, certificates, memoranda
 - Expense sheet claims/loan applications and other employee requests
 - Develop and agree with Directors and Managers, the performance indicators, time bound targets with staff and performance evaluation of staff against agreed targets.
- Development of Authority's vehicle administration standards and vehicle operating policies;
- Implement and supervise the security arrangements for all property, personnel and premises;
- Preparation of annual budgets and periodic reports on operating costs, purchase or lease of vehicles and review purchase requests for new and replacement vehicles.
- Oversee and approve the maintenance and general repairs of vehicles and maintain record;
- Control and supervision of the fuel consumption, vehicle allotment and use of vehicles; and
- Perform other related duties as required.

Inventory

- Develop, implement and maintain an up to date inventory management systems and supervise inventory record keeping;
- Provide logistic, administration and inventory management of both expendable and non-expendable items;
- Introduction of systems / measures towards improvement in logistics & assets control;
- Monitor the logistic functioning through regular feedbacks and liaison and introduce measures to enhance efficiency / cost cutting;
- Ensure economy in utilization of assets and monitor any unusual high expenditure/ utilization;
- Security and safety of the assets as well as the maintenance of all inventory records; and
- Perform other related duties as required.

A. Position Requirements

i) Attainments

a) Qualification

Master in business administration / human resource management / public administration / management sciences from a HEC recognized university.

Specialized Training - Management, HRM, Performance Management, Leadership, Strategic Management, Professional Team Building, Pay and Benefits, Training Needs or any other training considered relevant for the position.

Active affiliations – membership of recognized Industry or Professional Organisations

b) Experience

At least 7 years of post-qualification experience in HR and Admin including 3 years in a mid-level management position. Experience in a similar role in public sector is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Demonstrated proficiency in HR planning, developing and implementing effective HR policies and procedures;
- Proven experience of designing, and implementing HR tools especially:
 - Job evaluation, job descriptions, person specifications, competency framework;
 - Performance appraisal system, proformas, performance indicators and targets; and
 - Human Resource Information System.
- Proven experience of full cycle recruitment, proven ability to create and deliver successful resourcing strategies;
- Proven experience of designing and implementing compensation and benefits plan, exposure to a wide range of reward tools and system, and have previously managed compensation reviews;
- Proven experience of designing, planning and conducting Training Needs Assessment and training programmes;
- Expert in employment law and employee relations and communication;
- Able to contribute to strategic planning and development as a member of Authority's executive management team;
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders;
- Empathic communicator, able to see things from the other person's point of view;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Well-presented and business-like.

iii) Circumstances

- Age 35 - 45 years.

- Fluency in English and Urdu, Pashto would be an added advantage.
- Good health allows to work long and irregular hours (when required).