

DIRECTOR HR/ADMIN AND FINANCE

Duty Station:	Peshawar
No of Positions:	01
Report To:	Managing Director
Salary Package:	Equivalent to BPS 19 of KP Project Pay Policy

A. Job Descriptions

i) Overall Role

The role of Director Human Resources/ Administration and Finance is to enable the Khyber Pakhtunkhwa Urban Mobility Authority (KPUMA) to achieve its objectives by proactively taking initiatives, providing guidance and support and delivering effective services on all HR and admin matters and tighten inventory management to help increase operational efficiency across KPUMA. He/She is also responsible to enable the KPUMA to control and manage its finances well, strategic planning and decision making are supported by sound analysis, and that the financial affairs are conducted in a transparent and professional manner and are in accordance with the applicable rules and regulations.

ii) Key Responsibilities

The major areas of responsibility for the Director Human Resources / Administration and Finance include:

- **Human Resource Management (HRM)** - Ensure that the KPUMA deals properly with everything concerning the employment and development of people and the relationships that exists between management and the workforce;
- **Financial Management** - Ensure compliance with the Khyber Pakhtunkhwa Urban Mass Transit Act 2016 (the Act) and applicable Provincial and Federal Legislations and regulations;
- **Admin and Logistics** – Ensure general admin and logistics function covering both Authority related functions and staff related functions increase operational efficiency;
- **Inventory** - Strengthen the inventory management processes to help increase operational efficiency across KPUMA; and
- **Legal** - Supervise all legal matters and maintain minimal KPUMA exposure to lawsuits/legal actions.

iii) Key Tasks

Human Resource Management

- Oversee the implementation of Human Resources programs through Deputy Director HR & Admin and identify opportunities for improvement and resolves any discrepancies;
- Design, direct, and manage KPUMA-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management;
- Direct a process of organizational planning that evaluates KPUMA structure, job design, and personnel forecasting throughout the KPUMA;

- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the KPUMA;
- Lead the development of department goals, objectives, and systems;
- Recommend, lead, formulate and update Human Resources policies including recruitment and selection, termination, pay and benefits, performance management, employee relations etc.;
- Establish and lead the recruiting and hiring practices and chair / lead committees;
- Lead and oversee the establishment of KPUMA pay and benefits structure, pay policies and also establish pay practices and pay bands that help to recruit and retain staff;
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention;
- Oversee the development, implementation and maintenance of Human Resource Management Information System (HRMIS);
- Lead the implementation of the performance management system that includes the development of performance objectives, performance standards, performance measurement criteria, performance development plans (PDPs) and employee development programs;
- Establishes an in-house employee training system that addresses KPUMA training needs including new employee orientation, management development, the measurement of training impact etc.;
- Lead the selection and contracting of external training programs and consultants and monitoring of the spending of the KPUMA training budget;
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation;
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments;
- Partners with management to communicate Human Resources policies, procedures, programs and laws;
- Directs the preparation and maintenance of reports as are necessary to carry out the functions of the department; and
- Perform other related duties as required

Financial Management

- Oversee the establishment and implementation of internal control, consisting of such financial policies and procedures to be adopted by the Authority, to assist in achieving the objectives of the Act and for ensuring the orderly and efficient conduct of its activities, including adherence to the policies, the safeguarding of assets, the prevention and detection of fraud and error, the accuracy and completeness of the accounting records and the timely preparation of reliable financial and operational information through Deputy Director Finance;
- Establish fund for the Authority to meet all its expenses and charges in connection with its functions and powers under the Act;
- Drafting investment policy for investment of surplus funds of the Authority should the Board so require;
- Lead the process of borrowing money from the Government as necessary for the purpose of performing its functions under the Act;
- To open, maintain and operate bank accounts as approved by the Board;

- Prepare the annual budgets for the Authority, monitor and manage the cash flows and prepare quarterly financial reports for consideration by the Managing Director and the Board;
- Ensure valid accounts receivables and payables duly pre-audited and authorized by the respective wings of the Authority are settled within the agreed timeframes;
- Ensure complete and accurate accounting records are maintained in electronic form and in a format which readily meets the provincial and national requirements, and are readily retrievable for reporting to the Managing Director and Board;
- Ensure relevant requests for financial information/briefings or submissions to be prepared for or on behalf of the Managing Director or Board;
- Ensure that the accounts of the Authority are audited annually by the Auditor General of Pakistan;
- Cause to establish and maintain an adequate and appropriate accounting system in order to ensure an appropriate audit trail of all financial transactions;
- Manage all expenses including contract service payments, staff salaries and Authority operating expenses from within the approved budget ceilings;
- Ensure that all expenditures incurred and payments made are for the purpose of the business of the Authority and are paid as per the liabilities incurred and in compliance with all relevant laws, rules and regulations;
- Ensure compliance with all applicable laws and regulations for the time being in force including taxation laws;
- Cause to reconcile bank accounts of the Authority on a monthly basis or earlier if necessary;
- Assist the Managing Director and Board in preparation and submission of a report on the conduct of the affairs of the Authority;
- Ensure that the financial statements, audited accounts, estimates and other information, including plans and the performance of declared projects shall be uploaded on the website of the Authority for public information
- In conjunction with the Managing Director and Directors, undertake regular audits of services rendered against the accounts paid to ensure transparency of transactions,
- Perform other related duties as required

Admin and Logistics

- Oversee and supervise all general administration activities
- Development of KPUMA vehicle administration standards and vehicle operating policies
- 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 supervise the maintenance and general repairs of all KPUMA vehicles and maintenance of record; supervision of the fuel consumption, vehicle allotment.

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 KPUMA 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
- Perform other related duties as required.

Legal Matters

- Lead KPUMA compliance with all applicable governmental legal reporting and labour laws through Deputy Director Legal.
- Direct the preparation of information requested or required for compliance and approve all information to be submitted.
- Perform other related duties as required

B. Position Requirements

i) Attainments

a) Qualification

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

Specialized Training - Management, Financial Management, Audit, Taxation. Financial Analysis, 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 10 years of post-Qualification relevant experience including 5 years at mid-level management position. A minimum of 3 years of experience in a similar role is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Demonstrated proficiency in preparation of budgets, annual accounts, financial reporting, taxation and financial analysis etc.;
- Proven experience in formulating and implementing efficient financial management systems and procedures to enable rapid and accurate reporting of relevant activities;
- Proficient knowledge and experience in modern financial management and accounting practices, relevant legislation and financial policies and procedures;
- Demonstrated proficiency in HR planning, developing and implementing effective HR policies and procedures;
- Proven experience of designing, and implementing HR and Admin tools
- 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 large scale 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 KPUMA's executive management team;
- Mature, credible, and comfortable in dealing with senior management, line agencies, 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 - 50 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health allows to work long and irregular hours (when required).