

HR OFFICER

Duty Station:	Peshawar
No of Positions:	01
Report To:	Deputy Director HR and Admin
Salary Package:	Equivalent to BPS 17 of KP Project Pay Policy

A. Job Description

i) Overall Role

The role of Human Resource Officer is to assist Deputy Director HR and Admin in all Human Resources (HR) functions and will also play an active role in the design and updating of HR tools, policies and procedures.

ii) Key Responsibilities

The major areas of responsibility for the Admin Officer include:

- Assist Deputy Director HR and Admin in preparation, updating and implanting HR policies, procedures and strategies;
- Assist Deputy Director HR and Admin in developing and updating job descriptions, personnel specification and organization structure as and when required;
- Maintain staffing table and related recruitment tracking tools and statistics etc.;
- Monitor contract expiration, identify upcoming vacancies and draft recruitment advertisements;
- Undertake initial screening of job applicants for basic compliance with position qualifications;
- Obtain and verify all certificates and testimonials of the candidates and conduct background and reference checks as required;
- Coordinate the short-listing and interviewing activities including contact with candidates for interview, tests etc.;
- Draft employment offer letter and contracts for selected candidates and prepare joining and acceptance report;
- Conduct or coordinate for new staff orientation/induction and help develop guideline material for orientation/induction;
- Establish and maintain relevant Company files and records on an ongoing basis and also all staff personal files;
- Coordinate employee exit activities including:
 - In case of self-resignation, collect resignation and submit to the Deputy Director HR and Admin;
 - Conduct exit interview or fill job leaving form;
 - Prepare final settlement paper and submit to finance section to settle salary and other benefits;
 - Update personnel file as required; and
 - In case of termination, prepare the termination letter and forward to Deputy Director HR and Admin.

- Assist line managers in 'staff appraisals and maintain appraisal record;
- Assist in staff training needs assessment and arraigning training programs;
- Assist in designing and conducting staff surveys to seek employee views on pay and conditions and other matters directly related to improving efficiency and service delivery;
- Assist in 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; and
- Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

MBA (HRM) from a HEC recognized university.

Specialized Training - management, administration, HRM, or any other training considered relevant for the position.

Active affiliations – membership of recognized Industry or Professional Organisations

b) Experience

At least 5 years of post-qualification experience in HR including a minimum of 2 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 experience in HR planning, developing and implementing effective HR policies and procedures;
- Proven experience of full cycle recruitment, proven ability to create and deliver successful resourcing strategies;
- 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;
 - Human Resource Information System;
 - compensation and benefits system; and
 - Training Needs Assessment and training programmes.
- Good command in employment law and employee relations and communication;
- 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 30 - 40 years
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).