

## HR Officer (Temporary) (Islamabad)

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Company: CARE International in Pakistan

Location: Islamabad

Category: other-general

### JOB SUMMARY:

HR Officer would be responsible for swift recruitments keeping in view HR Policies and processes. The duties of this position will include Recruitment & Selection, Training & Development.

### II. RESPONSIBILITIES AND TASKS:

Job Responsibility #1: Efficient and Effective Human Resource Recruitment % time: 65%

- Pro-actively engage in staff recruitment processes to ensure timely recruitment and hiring of staff.
- Ensure that selection and placement are in adherence with the recruitment policy
- Ensure all aspects of recruitment are in order including the website update on the JD and vacancy announcements
- Advertise the positions widely and Utilize maximum means to reach out to potential candidates particularly females.
- Long list candidates in consultation with managers and as per selection criteria against announced positions, ensuring GEED (Gender and Ethnic Equity and Diversity) and job requirements.
- Ensure transparency and fairness in recruitment process and placement of candidates having best skills and gender mix.
- Conduct reference/Bridger checks and inform managers about candidates' strengths and weaknesses.
- Orient new staff on contractual obligations at the time of Joining.

- Provide support in tender submission process by identifying and providing relevant CVs from pool.
- Coordinate and ensure efficient and relevant orientation programs for new staff, as well as refresher opportunities for all staff, to ensure their understanding and compliance with CARE's policies, organizational strategies, performance appraisal systems and job expectations
- Manage administrative aspects of personnel related issues including promotions, transfers, acting assignments, staff confirmation, separation, in-country TDY

Job Responsibility #2: Staff Training and development % time: 30%

- Prepare Training Need Assessment (TNA) of all staff based on APAAs.
- Enroll staff in relevant and mandatory trainings.
- Review Training Request Forms of staff for accuracy, prepare PR, Receive Quotation and follow up for invoice.
- Maintain database of trainers with respect to their expertise in various training fields.
- Maintain liaison with quality trainers.
- Assist in arranging customized trainings for staff as per organizational requirement.
- Process International travel insurance of staff travelling abroad for training.
- Ensure that prior to training service agreement is signed as per policy, if applicable.
- Keep track of all trainings attended by staff.
- Process International travel insurance of staff travelling abroad for training.
- Maintain record of staff registered on CARE Academy and update the list to add/delete IDs.
- Ensures that all staff completes the mandatory courses on Care Academy.

Job Responsibility #3: Perform other duties as assigned. % of Time: 5%

- Any other tasks or responsibilities based on organizational and programming need as assigned by Line Manager.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

### III. PROBLEM SOLVING (THINKING ENVIRONMENT)

This is an Officer level position and requires decision making up to a certain extent.

### IV. QUALIFICATIONS (KNOW HOW)

#### A) EDUCATION/TRAINING

- Required: Bachelor's Degree in Management Sciences or Social Sciences.
- Preferred: MBA/Master's Degree in HR.

B) EXPERIENCE – Minimum 2-5 years of previous professional experience in a similar

position preferably in development sector.

### C) TECHNICAL SKILLS

- Excellent communication, presentation and interpersonal skills both in English & Urdu
- MS Office proficiency and working knowledge HR related software
- Knowledge of Pakistan Labor Laws and HR Procedures and best practices
- Understanding of and adherence to Gender and Ethnic Diversity

### D) COMPETENCIES

Integrity, Negotiation skills, planning and organizing, building relationships across units, customer focus/orientation, initiating action, information management, innovation, stress tolerance

### V. DUTY STATION AND LEVEL OF TRAVEL REQUIRED

This position will be based in Islamabad. It may involve travel to other field offices (10% of the time).

CARE International in Pakistan is an equal opportunity employer; only individuals who are shortlisted will be contacted for an interview. CARE has a zero-tolerance approach toward sexual harassment, exploitation and abuse, and child abuse.#J-18808-Ljbfrr

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