



## **JOB DESCRIPTION**

### **Core Job Information**

<b>Job Title</b>	Assistant Manager HR
<b>Department</b>	HR & Admin
<b>Reports to (job title)</b>	Manager HR
<b>Grade</b>	M-9
<b>Job Type</b>	Contractual, Full-Time Employment

### **Job purpose**

To ensure the overall panning, coordination, implementation and evaluation of human resources policies & plans

### **Main Duties and Responsibilities of the Role**

- To process Transfer & Promotion Cases.
- To process Re-Instatement Cases.
- To processing Warnings-show cause-investigations-disciplinary sanitary field staff/GWMC.
- To processing Resignation-termination-final settlement-clearance sanitary field staff/GMWC.
- To new Hires Work Charge/Contractor.
- Conduct exit Interviews of Head Office staff and Sanitary Staff/GWMC.
- To manage leave Cases field staff/GWMC.
- To prepare overall Summary of GWMC / Contractor workers.
- To prepare Summary for Approval of Work Charge Staff.
- To administer HRIS and provide technical (IT related) assistance to HRIS users in the organization.
- To conduct HRIS audits on fortnightly basis to report data and user related problems and to generate queries as per requirements.
- To conduct TNA and to make necessary arrangements for capacity building of employees.
- To maintain Human Resource development strategies/policies.
- Any special assignments given by management from time to time.

### **Job Requirements (Knowledge, Skills & Experience)**

<b>Qualifications</b>	Minimum sixteen (16) years of qualification in the field of Business/ Public Administration / Masters in Human Resource from an HEC recognized university
<b>Experience</b>	Minimum 3 years of post-qualification relevant experience in similar role.
<b>Age Limit</b>	Maximum 35 Years
<b>Knowledge, skills &amp; abilities</b>	<ul style="list-style-type: none"><li>• Should possess good employee dealing / customer relationships management skills.</li><li>• Familiar with Pakistan labour laws, Employment policies &amp; procedures.</li><li>• Experience with HR operational issues with a strategic and a tactical, hands on approach.</li><li>• Excellent Time Management, Planning, Organizing, Problem Solving and Conflict Management.</li></ul>