

Terms of Reference

Position Title	Deputy Director
Number of positions	01
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	• Ensure managing and executing the end-to-end recruitment and selection activities that include but not limited to employment, manpower planning & budgeting, all pre and post recruitment activities including onboarding. • Ensure full compliance of policies with HR Manual as well as Commission's policies / procedures and related approvals / agreements. • Support the collecting and compiling of HR-related data, including recruitment metrics, employee demographics, retention rates, and performance indicators. • Analyze HR data to identify patterns, trends, and insights related to recruitment, employee engagement, and workforce planning. • Achieving and exceeding hiring benchmarks relating to time to fill and candidate satisfaction. • Ensure availability and updating of all recruitment and selection related record with proper indexing including placements in personal files. • Assist in preparation of reports / IOMs / summaries / database / presentations related to all HR activities as and when assigned / required. • Assist to all HR Wings in any assigned work.
Qualification	• Masters / Bachelor's degree (equivalent to 16 years of education) in Human Resource Management / Development from HEC recognized reputable University / Institute. • Candidates having professional certifications i-e CIPD / SHRM / PHR and / or foreign degree in HRM shall be preferred.
Experience	• At least 06 years of relevant post-qualification experience in the related field.
Age	• Maximum age of applicant should not exceed 40 years on the last date of submission of Application. • Note: Applicants who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years.
Functional/Technical Skills	• Hands-on experience with Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS). • Technologically adept and possess excellent computer & IT skills (Word, Excel & PowerPoint).
Soft Skills	• Strong and persuasive communication and interpersonal skills. • Decision-making and analytical problem solving. • Adaptability and planning.