

Terms of Reference

Position Title	Deputy Director
Division	Support Services Division
Number of positions	01
Nature & Duration of Employment	• Appointment shall be made on a contractual basis for a term of three (3) years, extendable based on organizational need and performance. • The Commission may consider regularization of the position after completion of three years, subject to fulfilment of the criteria prescribed for this purpose.
Location	• Islamabad
Duties and Responsibilities	The incumbent will assist in the administration and implementation of compensation and benefits functions of the Human Resources Department. The key responsibilities include: • Assist the Wing Head, Compensation & Benefits, in the administration and implementation of compensation and benefits functions in accordance with approved policies and procedures. • Process matters relating to salary fixation, annual increments, promotions, allowances, benefits, and other compensation-related transactions. • Expert knowledge of the Income Tax Ordinance, including current tax brackets, rebates, and exemptions. • Strong grasp of tax rules and exemption criteria for Approved Provident Funds, Gratuity, and Pension schemes. • Sound understanding of payroll deductions, EOBI regulations, and relevant provincial statutory levies. • Practical awareness of recent federal budget amendments and FBR tax circulars impacting salary and employee benefits. • Maintain and update employee compensation and benefits records in the Human Resource Information System (HRIS), ensuring data accuracy and confidentiality. • Assist in conducting salary benchmarking, compensation surveys, and market analysis to support review of compensation structures and employee benefits. • Prepare compensation-related reports, statistics, analyses, and presentations for management's review and decision-making. • Coordinate with Finance and other relevant departments to facilitate timely processing of payroll inputs and employee benefits. • Assist wing head in the management of employee insurance, provident fund, gratuity, retirement benefits, and other approved employee benefit schemes by coordinating with relevant service providers and internal stakeholders, as required. • Assist in reviewing compensation and benefits policies and procedures by identifying improvement opportunities and incorporating best practices. • Respond to employee queries regarding compensation and benefits and provide guidance in accordance with approved policies. • Ensure compliance with applicable laws, SECP policies, and internal procedures relating to compensation and benefits administration. • Maintain confidentiality of employee compensation information and ensure proper record management. • Perform any other assignments as entrusted by the supervisor or competent authority.
Qualification	• Master's degree or Bachelor's degree (minimum 16 years of education) in Finance, Accounting or a related discipline from an HEC-recognized university/institute; OR • Qualified CA/ACCA/ACMA

Post - Qualification Experience	• Minimum six (6) years of relevant post-qualification experience in compensation & benefits, payroll administration, HR operations, or a related human resources function, preferably in a reputable public sector organization, regulatory body, financial institution, or corporate organization. • Preference will be given to candidates with experience working with ERP/HRIS applications, such as Oracle, and advanced proficiency in Microsoft Excel and Power BI for data analysis and reporting. • In case of qualified Chartered Accountant, CA Articleship will be considered as part of requisite experience.
Age Limit	• The maximum age should not exceed 40 years as on the closing date for submission of applications. • Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years
Functional and Technical Skills	• Sound understanding of compensation and benefits principles, including salary administration, employee benefits, allowances, incentives, and total rewards. • Knowledge of job evaluation methodologies, grading structures, and compensation benchmarking practices. • Working knowledge of payroll processes and compensation-related statutory deductions, taxation, and applicable labour laws. • Ability to interpret and apply HR policies, rules, and procedures consistently and accurately. • Proficiency in analyzing compensation and workforce data using Microsoft Excel and preparing reports and analytical summaries. • Working knowledge of Human Resource Information Systems (HRIS) and the ability to maintain and analyze employee compensation and benefits data. • Strong analytical and problem-solving skills with attention to detail and accuracy. • Ability to prepare reports, briefing notes, presentations, and other documentation related to compensation and benefits. • Ability to coordinate with internal departments, external service providers, and other stakeholders for the effective implementation of compensation and benefits processes. • Good written and verbal communication and interpersonal skills. • Ability to maintain confidentiality and exercise discretion while handling sensitive employee information. • Good planning, organizational, and time management skills with the ability to manage multiple assignments and meet deadlines.