

Terms of Reference

Position Title	Joint Director (Human Resource & Training Department)
Division	Support Services Division
Number of positions	01
Nature & Duration of Employment	- The appointment shall be made on a contractual basis for a term of three (3) years, extendable on organizational need and performance basis. - 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 Joint Director (Human Resource & Training Department) shall be responsible for, but not limited to, the following: - Assist the Head of HR in managing the day-to-day operations of the HR & Training Department to ensure efficient service delivery. - Support the implementation of HR policies, procedures, and departmental initiatives in line with approved frameworks and organizational requirements. - Oversee end-to-end recruitment and selection processes, including manpower requisitions, job advertisements, candidate assessments, interviews, hiring recommendations, and onboarding activities. - Support workforce planning activities by monitoring staffing requirements and recommending appropriate recruitment strategies. - Support the implementation of performance management processes, including annual evaluations, probation assessments, performance improvement plans, and related reporting to the Head of HR. - Assist in handling employee relations matters, grievances, disciplinary proceedings, conflict resolution, and employee support in accordance with applicable policies, escalating issues to the Head of HR as required. - Coordinate training needs assessments and assist in preparing the annual learning and development plan for the Head of HR's review and approval. - Support the delivery of professional development programs, workshops, certifications, and capacity-building initiatives. - Liaise with training institutions, professional bodies, and other stakeholders to facilitate employee development programs, keeping the Head of HR informed. - Assist in developing, reviewing, and updating HR policies, procedures, manuals, and SOPs under the guidance of the Head of HR. - Prepare executive briefs, working papers, internal memoranda, presentations, and management reports on HR matters for the Head of HR's review. - Assist in supervising and mentoring departmental staff to support operational effectiveness. - Build and maintain effective working relationships with internal and external stakeholders to support HR operations and initiatives.
Qualification	- Master's degree or Bachelor's degree (minimum 16 years of education) in Human Resource Management, Business Administration, Management Sciences, Organizational Psychology, or a related discipline from an HEC-recognized university/institution. - Professional certifications such as, SHRM-SCP, SPHRi, CIPD, or equivalent internationally recognized HR certifications shall be preferred.

Post - Qualification Experience	• Minimum ten (10) years of progressively responsible post-qualification experience covering major areas of Human Resource Management in professionally managed organizations. • Demonstrated experience in recruitment and selection, employee relations, performance management, learning and development, HR operations, policy implementation, and HR compliance. • Experience in regulatory authorities, financial sector organizations, public sector entities, multinational corporations, or other large and complex organizations shall be preferred.
Age Limit	• The maximum age should not exceed 45 years as on the closing date for submission of applications.
Functional and Technical Competencies	• Recruitment and Selection • Performance Management • Employee Relations and Disciplinary Management • Learning and Development • HR Policy Implementation • Workforce Planning and HR Operations • Human Resource Information Systems (HRIS) • HR Analytics and Reporting • Policy Drafting and Documentation • Data Analysis and Presentation Skills • Team Supervision and Development • Stakeholder Management • Communication and Interpersonal Skills • Problem Solving and Decision-Making • Planning and Organizing