

## **Human Resource Officer**

**Form of Employment:** Full time

**Location:** Islamabad, Pakistan

### **Background:**

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research and policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

As a Human Resource Officer, you will play a critical role in managing various human resource functions, including recruitment, employee relations, performance management, and policy implementation. Your responsibilities will involve ensuring compliance with labor laws, fostering a positive work environment, and supporting the organization's overall human resource strategy.

### **Tasks and Responsibilities:**

As a human resource officer, you will be expected to carry out the following:

- **Recruitment and Onboarding:**
  - Coordinate the end-to-end recruitment process, including job postings, screening applications, conducting interviews, and making job offers.
  - Develop and implement effective onboarding programs to facilitate the integration of new employees into the organization.
  - Maintain accurate and up-to-date employee records and documentation.
  
- **Employee Relations:**
  - Serve as a point of contact for employees regarding HR-related inquiries, policies, and procedures.
  - Address and resolve employee grievances and conflicts, ensuring fair and consistent treatment.

- Promote positive employee relations through effective communication, engagement initiatives, and conflict resolution strategies.
- **Performance Management:**
  - Support the performance management process, including goal-setting, performance appraisals, and individual development plans.
  - Provide guidance and coaching to managers and employees on performance-related matters.
  - Assist in identifying training and development needs to enhance employee performance and growth.
- **Policy Implementation:**
  - Ensure compliance with labor laws, regulations, and organizational policies.
  - Develop and update HR policies, procedures, and employee handbooks in alignment with best practices and legal requirements.
  - Communicate policies effectively to employees and provide guidance on policy interpretation.
- **Training and Development:**
  - Identify training needs and coordinate the design and delivery of training programs for employees.
  - Support employee development initiatives, including career planning, mentoring, and succession planning.
  - Assist in organizing and facilitating workshops, seminars, and other learning opportunities.
- **HR Data Management and Reporting:**
  - Maintain accurate HR records and databases, ensuring confidentiality and data protection.
  - Generate reports and metrics on key indicators, such as recruitment, turnover, training, and employee engagement.
  - Analyse data to identify trends, opportunities, and areas for improvement.

## **Values and Competencies**

### **Core Values:**

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity



- Honesty and Integrity
- Transparency

### **Required Skills and Experience:**

The following skills and experience will be required to be eligible:

- Bachelor's degree, or above, in business administration, or a related field.
- Demonstrated experience of at least 5 years.
- Strong interpersonal and communication skills, with the ability to build effective relationships with employees at all levels.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in Microsoft Office applications.

### **Functional Competencies**

- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Knowledge of current trends and best practices in communications, outreach, and digital media.

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### **What we offer:**

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. You will also play a role in informing the policy making process in Pakistan. The remuneration will be finalized based on prior experience and candidate's core competencies.

### **How to apply:**

If you are interested in applying for this position, please send your application (cover letter and CV) to [hrs@i-saps.org](mailto:hrs@i-saps.org). Please include "**Human Resource Officer**" in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

### **Institute of Social and Policy Sciences (I-SAPS)**

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