

Job Description

Position Title: Manager (HR & Administration)

Grade: Equivalent to BPS-19

Reporting To: Chief Executive Officer (CEO)

Maximum Age: 50 years

Professional Qualifications:

Candidates must hold one of the following degrees from HEC-recognized institutions:

- MBA (HR) / MPA / Master's in Management Sciences (16 years of education). With Minimum 10 years of relevant post-qualification experience
- M.Phil in HRM / Management Sciences with at least 7 years of post-qualification experience.
- Ph.D in HRM / Management Sciences with at least 5 years of post-qualification experience.

Preference will be given to candidates who also possess:

- Law Graduation with proven experience in dealing with Labour Unions.
- Strong knowledge of HR Management software and ERP systems.

Work Experience

- Minimum 10 years of relevant post-qualification experience in Public or Private Sector Organizations. (In case of M.Phil at least 7 years of post-qualification experience) and (in case of Ph.D at least 5 years of post-qualification experience required)
- Demonstrated expertise in HR policy development, recruitment, performance management, and employee relations.
- Experience in managing administrative functions and outsourcing services.

Key Job Responsibilities:

The Manager (HR & Administration) will lead the HR & Admin Directorate and be responsible for:

- **Leadership & Supervision:** Direct and oversee HR & Admin functions, ensuring alignment with organizational goals.
- **Policy Development:** Devise HR Manual, Service Rules, and HR Policies for newly inducted employees.
- **Policy Execution:** Implement HR policies and ensure compliance across the organization.
- **Manpower Planning:** Develop manpower plans, prepare HR budgets, and forecast staffing needs.
- **Recruitment & Selection:** Manage end-to-end (full life cycle) of recruitment processes, ensuring merit-based hiring.
- **Career Progression & Succession Planning:** Design frameworks for employee growth and leadership continuity.
- **Performance Management:** Evaluate and roll out performance systems, administer incentives, and ensure fairness.
- **Training & Development:** Conduct Training Needs Assessments (TNA) and implement employee development programs.
- **Administrative Oversight:** Manage outsourcing of manpower, coordinate with CBA, transport management, and handling support services.
- **Other Duties:** Undertake any additional assignments as directed by the CEO.

Competencies

- Strong leadership and people management skills.
- Excellent knowledge of labour laws, industrial relations, and union negotiations.
- Proficiency in HRIS/ERP systems and modern HR practices.
- Strategic thinking with ability to align HR initiatives with organizational objectives.
- Effective communication, negotiation, and problem-solving skills.