

JOB DESCRIPTION – DIRECTOR GENERAL (HR & ADMIN)

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| Function: Human Resource & Admin | | Quota: Punjab (General) | Grade: OPF Grade - 11 |
| Location: Islamabad | No of Posts: 01 | Age: Must be under 55 Years of age as of the last date of submission of application. | |
| Job Responsibilities: <ul style="list-style-type: none">• Lead and oversee restructuring initiatives of OPF in alignment with organizational objectives.• Provide strategic direction and overall leadership to the Human Resource Wing.• Establish, strengthen, and manage effective Human Resource functions on a day-to-day basis across the organization.• Formulate, review, and implement comprehensive HR policies and procedures in accordance with applicable laws and best practices.• Ensure that OPF’s current and future manpower requirements are adequately met in terms of numbers, competencies, and skill sets.• Develop workforce planning strategies to support organizational growth and operational efficiency.• Promote a performance-driven culture through effective talent management, succession planning, and capacity-building initiatives | | | |
| Job Requirements / Skill Set: <ul style="list-style-type: none">• Should possess exceptional interpersonal and stakeholder management skills. The candidate must be able to work with OPF Board of Governors to develop and articulate a workable strategic direction, evaluate potential outcomes and plan effective implementation with a clear focus on delivery. | | | |
| Qualification: <ul style="list-style-type: none">• 16 Years of Education in Business Education / Public Administration / Management Sciences / International Relations / Administrative Sciences or equivalent from HEC Recognized University.• Preference will be given to the candidates having qualification in HR. | | | |
| Experience: <ul style="list-style-type: none">• A Minimum of 15 years of experience of which minimum 5 years must be in a Senior Management Role with demonstrated relevant experience in well-known organizations preferably with a commercial or welfare orientation | | | |