

Director Human Resource and Operations

Job Description and Eligibility Criteria

Position Name: Director HR and Operations

Position Grade: NPG-1

Directorate: HR & Support Services

Location: Islamabad

Key Responsibilities

- Play role as a Lead member in the Directorate of HR & Support Services for human resource strategic planning, policy development and implementation of NEECA's HR strategy as approved by the Board and Board HR & Remuneration Committee
- To be responsible for planning and coordinating human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, HR policies, and regulatory compliance
- Responsible for the recruitment and Selection function to attract, identify, select, motivate, evaluate and retain the right staff for the right job at the right time
- To provide inputs in supervision and coordination of the process of recruitment and selection; identifying the vacancy needs and existing vacant position and proceed the case for the competent Authority's consideration/approval
- To provide strategic inputs in organizational wide annual manpower planning and monitor current and future human resource requirements for meeting short term and long term needs and arrange for timely induction of staff as and when required
- Responsible for the strategic review, administration and implementation of HR policies and procedures and ensure proper channel of communication and application of the policies and procedure throughout the organization
- Responsible for creating a work environment in which employees are able to work towards achievement of superior standards of performance. This is done by aligning the resources, systems and employees to strategic objectives and priorities of the organization
- Responsible for the development of plan and utilization of annual budgets for local and foreign trainings in such manner that employees gets proper required trainings; to enhance employee's contribution to the growth of the Authority
- Responsible for ensuring that employees are equally treated and rewarded in terms of compensation and benefits for good performances, exceptional work and efficient & effective completion of additional work assignments, etc. as per the Act of NEECA; creating balance between internal and external equity and ensure that the employees are aware of their benefits
- Provide inputs in the identification of potential successors for all critical positions and enhance each employee's current job performance by developing them for higher level and broader responsibilities to meet NEECA's future needs
- Responsible for strengthening the employer-employee relationship through identifying and resolving workplace issues, measuring employee satisfaction and morale, and providing support and input to the performance management system including annual performance appraisal
- Responsible for maintaining effective contacts and internal and external relationships including those with government directorate and officials to obtain their timely assistance as and when required
- Responsible for undertaking the measures to enhance/built upon existing skill set of the employees of all directorates, comprising of both soft and technical skills
- Responsible for the identification of the appropriate training needs for all departments especially the departments under control and ensures that the employees are developed in the identified areas
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Master's Degree in Human Resources Management or Business/ Administrative sciences or any related discipline HEC recognized university
- Minimum 10 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
