

# DAWN

TODAY'S PAPER | NOVEMBER 02, 2023



## CAREER OPPORTUNITIES

Our Client, a Karachi based company, seeks to appoint experienced professionals for the following roles:

### MIDDLE MANAGEMENT POSITION - ORGANIZATION DESIGN & TALENT MANAGEMENT

**Key Responsibilities**

- Develop and execute organization design and refine organizational structures to align with business goals.
- Maintain & update concise and detailed job descriptions for all job roles within the organization.
- Collaborate with department heads and leadership to develop and implement workforce plans that align with the company's strategic goals and growth targets.
- Oversee the recruitment and talent acquisition process, including sourcing, interviewing, and onboarding.
- Cultivate and manage relationships with headhunting agencies to ensure a continuous pipeline of high-quality candidates.
- Manage technical recruitment to identify, engage, and assess candidates with the specialized skills and knowledge required for technical roles within the organization.
- Partner in recruitment strategies while promoting diversity and inclusion.
- Develop and deliver inclusive engagement programs, playing key role in the recognition, continually building upon institutional calendar of employee appreciation.

**Education**

- Minimum 16 years of education, preferably, Master's from a renowned and HEC recognized university or institution/equivalent foreign degree holder institution, preferably in the disciplines of Human Resources, Business Administration or a related field.

**Experience**

- Minimum 6-8 years of professional experience, preferably in a large national/multinational organization with at least 2-6 years in a middle management position of related functional experience.

**Requirements**

- Strong project management skills with the ability to drive multiple initiatives simultaneously.
- Strong analytical and problem-solving skills with a data-driven approach.
- Certification in relevant HR and OD practices would be an added advantage.
- Excellent communication and influencing skills are vital for success in this role.
- Proven experience in recruitment with a specific focus on technical recruitment.
- Strong experience of working with headhunting agencies, with a track record of successful placements.

**Age**

- The candidate should preferably be not more than 40 years of age as of the last date of submission of application.

### JUNIOR MANAGEMENT POSITIONS - HUMAN RESOURCES

**Key Responsibilities**

- Assist with execution of recruitment activities as per company policies and procedures.
- Perform routine tasks required to administer and execute human resource programs including but not limited to compensation and benefits, disciplinary matters, performance and talent management.
- Administer policies and procedures, and ensure compliance with labor laws and regulations.
- Assist in performance management processes & improvement, compensation analysis, employee engagement activities and employee career growth.
- Administer employees' benefits, medical benefits by ensuring all employee related claims are registered and maintained accurately.
- Develop HR databases and possess the ability to generate data analytics.

**Education**

- Minimum 16 years of education, preferably, Master's from a renowned and HEC recognized university or institution/equivalent foreign degree holder institution, preferably in the disciplines of Human Resources, Business Administration or a related field.

**Experience**

- Minimum upto 4 years of professional experience with atleast 1-2 years related experience in a similar position.

**Requirements**

- Attention to details and organizational abilities.
- Ability to handle sensitive information with utmost confidentiality.
- Proficiency in MS Office Suite and HRIS software (i.e. SAP) will be a plus.
- Knowledge of HR practices and concepts.

**Age**

- The candidate should preferably be not more than 33 years of age as of the last date of submission of application.

If you have the required experience and educational qualification to take up the challenging role, you are requested to apply by **November 16, 2023** at <http://jobs.hrs-int.com/>

Only shortlisted candidates will be contacted.

[www.hrs-int.com](http://www.hrs-int.com)



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