

CAREER OPPORTUNITIES

Hiring of HR Professionals

Primehr is a leading human resource services provider, committed to connecting top talent with dynamic organizations across Pakistan. We are currently seeking dynamic and result-oriented HR Professionals to join the Management cadre for one of our prestigious clients.

The position is offered on a Three (03) years contract, extendable upon satisfactory performance. Successful candidates will be based in Karachi, working in a high-impact environment that values performance, integrity, and innovation.

Job Purpose

To manage and support the organization's workforce by recruiting talent, developing employees, and fostering a positive and productive work environment. Ensuring regulatory compliance, Corporation Policies & labor laws are followed and aligning HR activities with the organization's overall planned goals. To support employees throughout their employment lifecycle by promoting fair practices, professional growth, and a healthy workplace culture.

Following potential professionals are required:

S. No.	Title of the Post	Minimum Qualification & Experience	Job Role & Responsibilities
1	Assistant General Manager (HR & A) Max Age limit – 45 years Position - 01	Minimum 16 years education having completed MBA /MPA (HRM) preferably major in HR/Finance/Management/Computer or equivalent relevant qualification from a reputable University recognized by HEC with minimum Five (05) years post qualification experience in the relevant field	<ul style="list-style-type: none"> Updation on HRIS and Personal record, leave & attendance, transfer posting & employees management. End to End Employees life cycle management from recruitment to separation. Design & Updation on HR policies, procedures & workflows Implementation of Digital HRMS and roll out Org Design & structures, Job Descriptions, rightsizing/ rationalization of organization Performance cycle, APARs and skill assessments Correspondence on ministerial letters, legal and Industrial Relations/Employees relations CBA Agreements, Issuance of Circulars & orders Compliance (Risk compliance report, Business continuity plan, Board/Committee minutes of meetings & compliances) Follow up on internal audit observations, fellow up on paras related to DAC, PAC, BAC etc <u>Any other assignment</u>
2	Manager (Organization Development) Max Age limit – 45 years Position - 01	Minimum 16 years education having completed MBA /MPA/ (HRM) preferably major in HR/Finance/Management/Computer OR equivalent relevant qualification from a reputable University recognized by HEC with minimum 03 to 04 years post qualification experience in the relevant field	<ul style="list-style-type: none"> HR Strategy & HR road map implementation HR policies Create and manage workflows for consistent HR Procedures and workflows Organizational Structures & hierarchies, Organization position tables, Competency framework Development and updation of Job Descriptions Employee Engagement survey & activities Performance Management, Succession Management Workforce rationalization Values & Behaviors DEI Rollout programs <u>Any other assignment</u>
3	Manager (Recruitment) Max Age limit – 45 years	Minimum 16 years education having completed MBA /MPA (HRM) preferably major in HR/Finance/Management/Computer OR equivalent relevant qualification from a reputable University	<ul style="list-style-type: none"> To maintain the record of all employees Employer branding, Job fairs, institutional visits All hiring, sourcing, interviews, selection, finalization of Mid/Top tier level candidates Executive Search/Headhunting firm Antecedent verifications

	Position - 01	recognized by HEC with minimum 03 to 04 years post qualification experience in the relevant field	<ul style="list-style-type: none"> • Candidate data base management Design • Management Trainee Programs • Internship • 3rd party testing & Evaluation • Onboarding & Orientation • Career help desk • Digital media & maintenance of candidate data base • Manpower planning • Any other assignment
4	Manager (ER & Legal) Position - 01	Minimum 16 years education having completed MBA /MPA/ (HRM)/LLB preferably major in HR/Finance/Management /Computer/Law OR equivalent relevant qualification from a reputable University recognized by HEC with minimum 03 to 04 years post qualification experience in the relevant field	<ul style="list-style-type: none"> • Disciplinary proceedings • Grievance Management, code of Conduct, Ethics and Behavior, whistle blowing, anti Harassment • Complaints and queries • Labor laws, wage commission, service tribunals, Federal Ombudsman, NIRC, courts • Coordination with LAD on employment issues, court matters, personnel law • Any other assignment
5	Manager (HR Finance) Position - 01	Minimum 16 years education having completed MBA /MPA/ (HRM)/Accounts Professionals preferably major in HR/Finance/Management /Computer OR equivalent relevant qualification from a reputable University recognized by HEC with minimum 03 to 04 years post qualification experience in the relevant field	<ul style="list-style-type: none"> • Pension, Provident fund, Gratuity, settlements, calculation sheets of all officers and Staff • Calculations of contributions upon retirement proceedings as per Regulations • Loans, advances, reappropriation of budgets • Pay fixation, pay and allowances, annual grade increments, Pay revisions • Move overs, long service awards, cash award/ honorarium • Voluntary & Compulsory Group insurance • Develop and maintain salary structures and pay scales • Conduct market benchmark and salary surveys • Design variable pay schemes, bonuses, incentives and manage employee benefits • Prepare regular reports and insights for senior management • Monitor compensation trends and cost implications • Support budgeting and workforce planning • Coordinate with finance, payroll, legal and external consultant • Implement new compensation tools and benefits programs Any other assignment
6	Assistant Manager (HR&A) Position - 01	Minimum 16 years education having completed BBA/BS/B.Com/ BPA/LLB major in HR/Finance/Management/Computer /Law from a reputable University recognized by HEC with equivalent qualification with minimum 2.5 CGPA. The candidate must have technical HR knowledge, administrative skills and strong interpersonal abilities	<ul style="list-style-type: none"> • Liaison on Board matters including EHRR&NC, Standing Committee of Board • Communication with MoC, Regulatory Bodies, external agencies etc • Internal Communication on HR matters with concerned Division • Maintenance of HR Compliance, Risk Audit (PAC, DAC) and Internal Audit • Any other assignment

Age

Maximum Age limit is 45 Years at the time of publication of advertisement. However, age relaxation may be given to those candidates who have qualifications and experience of past standing so warrant, as per SLIC Rules & Regulations.

Note

- Only shortlisted candidates will be called for the test/interview.
- Our client is an equal opportunity employer. Female candidates are encouraged to apply.
- Provincial Quota shall be observed in terms of Federal Government Policy
- Salary package of selected candidate shall be decided as per prevailing rules/policy of the Organization.
- Government employees may apply through proper channel after getting NOC from parent department.

- Our client reserves the right to accept, reject any application or postpone/cancel the recruitment process without assigning any reason.
- **These positions are only Karachi-based and non-transferable.**

If you fulfill the required experience & qualification, and ready to take the challenging role, you are encouraged to apply at <http://career.primehr.com.pk> along with your resume, all educational documents, experience certificates, CNIC, domicile, and 02 passport size photos, within Fifteen (15) days of this advertisement. No application will be entertained after due date.