



MOJAZ FOUNDATION

VACANCY ANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. MOJAZ Foundation is a not for profit organization working across Punjab, Khyber Pakhtoonkhwa & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. The Foundation has its mandate to provide financial and non-financial services to the poor and vulnerable segments of the society to improve their economic conditions. Currently, MOJAZ Foundation is seeking applications from energetic and committed individuals for the following position.

Position title: Assistant Program Manager-HR

Number of Post: 01

Department: Human Resource

Job Type: Regular

Reports to: Program Manager-HR

Duty Station: Head Office, Narowal

Salary Package: Negotiable

Job Objective:

The Assistant Program Manager HR is responsible for managing all the HR related functions in an outstanding manner to support projects & programs in executing all plans through providing effective and most efficient HR functional support. The Assistant Program Manager HR would be the lead person to ensure that all the HR operational and strategic functions of the organization are always performing to fittest level.

Job Description:

- Serve as strategic partner to the management by integrating HR strategies into the organizational goals and operational strategies.
- Develop and implement HR policy.
- Develop, review and implement competitive compensation and benefits plan.
- Manage the recruitment, selection and hiring of new staff and short-term consultants.
- Coordinate the recruitment processes ensuring compliance to hiring policies and procedures, and that best practice is followed and documented.
- Participate in recruitment interviews, provide interview outcome summary.
- Negotiate and review employment contracts.

- Conduct orientation and on-boarding of all new staff.
- Ensure that an effective training process is in place for staff, including training needs assessments, professional development plans, and monitoring the implementation of those plans.
- Maintain HR department budget and ensure expenditure are within the budget limit.
- Work closely with other departments to ensure the execution of all HR functions are per policies of the organization.
- Perform other relevant tasks as assigned by CEO.

Requirements:

- **Qualification:** The candidate must be holding master's degree in human resources management (HRM), organizational development or business administration.
- **Experience:** The candidate must have five (08) years' experience of Human Resource, personnel and Administrative management.

Special Skills:

- Computer skilled, with advanced knowledge and experience in Microsoft Office, Excel, Power Point and Human Resource Information Systems software.
- In-depth knowledge of labor law and HR best practices
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the organization
- Monitor and facilitate office environment morale; be a senior member of the management team.

**Interested Candidates may send their resume with a covering letter to the
Program Manager-Human Resource**

MOJAZ Foundation, Opposite DCO House, Narowal

**Please mark the envelop/ subject line with the position you are applying for,
last date for applying is March 17, 2016**

Only short listed candidates will be called for an interview

We are an equal opportunity employer

**Women and Persons with Disabilities (PWDs) are especially encouraged to
apply;**