



Mojaz Support Program

JOB OPPORTUNITY

Position	Assistant Manager- Talent Management (Human Resource)
Reports to	Manger-Human Resource
Supervising responsibility	Human Resource Officer & Interns
Position Status/type	Permanent/full time
Location	Narowal, Punjab, Pakistan
Degree Title	16 years of education in relevant field (preferably MBA-HR, BBA-Hons.)
Career level	Mid-level
Minimum experience	5-7 years relevant experience, those having experience in development or financial sector will be preferred
Expected Salary	PKR 80,000-100,000/per month (Negotiable)
Apply Before	July 27, 2023 (5:00pm)

Organization background:

Mojaz Support Program (MSP) is a specialized Microfinance Institution (MFI) registered as Non-Banking Microfinance Company regulated by Securities and Exchange Commission of Pakistan (SECP). MSP has its Head Office located in district Narowal with a network of its branches in central and southern Punjab. MSP envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. We are seeking applications from committed and energetic individuals for the following position. Only serious and willing individuals are encouraged to apply.

Job Summary:

This position will be responsible to manage operations of the HR functions related to recruitment, retention and capacity development. The incumbent should be instrumental to foster the organizational culture by implementing HR tools.

Skills/attributes required:

- Excellent understanding of HR functions
- Strong work ethic and integrity
- Ability to work flexible hours
- Demonstrated commitment to work and continuous process improvement
- Excellent interpersonal and communication skills.
- Critical thinker and strong problem-solving skills
- Commitment to not compromise on personal and organizational values

Job Responsibilities:

- Liaison with internal hiring departments to determine recruitment needs.
- Coordinate with the hiring managers to facilitate the transparent hiring process to employ staff with the right skills set, knowledge and experience
- Plan the orientation sessions for the newly hired staff in consultation with the hiring department and execute them in timely manner to help them learn organization's mission, vision, values and culture, departments' functions, benefits and organizational policies
- Ensure contracts are issued and renewed timely and appropriately in accordance with the labor laws
- Ensure personnel files are prepared and maintained well
- Evolve systematic training needs identification, prepare a training calendar and events and schedule the same as per business requirements
- Design & implement training and development plans for all staff members to ensure retention of critical talent and high performers.
- Conduct exit interviews of the leavers and based on their feedback/experience suggest measures for improving employee retention
- Manage and resolve complex employee discipline issues and conduct effective, and thorough investigations, prepare inquiry reports for the record purposes and decision making.
- Ensure performance management system is transparent, non-biased and aligned to the organizational goals and annual targets
- Coordinate annual staff performance appraisals
- Assist and advice department head to prepare succession plans for the key team members particularly mid-career and management level staff
- Design, plan and execute employer branding activities and encourage employees to be brand ambassadors
- Arrange social events to promote teamwork, employee recognition, inclusivity and diversity within organization
- Administrate HRIS timely and effectively to maintain quality HR database
- Ensure documents and records are available for reference, inspection and audit
- Assist manager to prepare departmental strategic plan
- Create an environment that fosters openness, innovation and team interaction to boost employee satisfaction.
- Work actively with senior management for cultural change within the organization.

Application Process:

Applicants are required to submit their detailed CV along with a cover letter, academic and professional certificates and experience letters addressed to the HR at jobs@mojaz.org clearly mentioning the position applied for, latest by 27 July 2023 before 05:00 pm. For further details on the positions, please visit our website www.mojaz.org or call at 0542 412313 ext 107 or mobile No 0300 8692150

Mojaz Support Program is an equal opportunity employer and encourages Women, Minorities, People with special needs and transgender persons to apply