

Career Opportunity

Human Resource Manager

Reporting to: Chief Executive Officer (CEO)

Location: Islamabad

Recruitment Type: Full-time

Teach For Pakistan (TFP) is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged citizens. To that end, we are aiming to grow our movement over the coming years, and are looking for a team member who will work passionately and rigorously to achieve this goal.

The Role

The HR Manager will directly support the goals of the organization by leading the routine functions of the Human Resources department. This will include staff hiring and onboarding; maintaining staff records; processing leaves; managing performance evaluation systems and processes; processing compensation and benefits; and enforcing all HR policies to ensure a safe, inclusive and efficient workplace. The HR manager will also develop new policies and systems, and upgrade existing ones as needed to support Teach For Pakistan's aspiration to be the employer of choice for Pakistan's top talent. The HR Manager will also support the CEO in maintaining and growing a culture of values-aligned actions, where each staff member feels supported, motivated, engaged and prepared to do their very best as drivers of our larger movement. This is a great opportunity for someone who is highly motivated to help Teach For Pakistan scale to its full potential by investing in its people.

The primary responsibilities of this position include:

- Manage all aspects of human resources by creating/managing all processes, systems and strategies related to hiring, engagement, retention, employees development and evaluation
- Coordinating with the CEO to define, and meet ambitious hiring goals that are aligned with larger organizational objectives by managing and continually improving staff hiring and selection processes and systems for Teach For Pakistan to ultimately ensure a vision-driven staff team
- Managing hiring and on-boarding of new staff, including drafting job descriptions; setting assessment processes; conducting interviews and reference checks; and devising and executing on-boarding plans
- Support the CEO in staff development activities, including making and managing an organization-wide annual learning plan and development needs in collaboration with managers and sourcing/creating appropriate opportunities for their growth
- Creating and managing policies related to workplace culture that ensure all employees' well being, and enables us to live into our core values in pursuit of our larger vision
- Applying necessary knowledge of relevant local laws, including labour laws and protection and harassment laws, to create a workplace culture where everyone feels valued, safe and respected

- Conduct routine HR activities across the organization, including but not limited to: maintain the HRIS system, drafting, reviewing and issuing contracts, updating personal records, managing leaves
- Manage and support a team of inspired HR professionals to meet key objectives
- Support other functions on the team as and when required

The Ideal Candidate will be organized, a strong communicator, and able to work with different teams.

- Minimum Bachelor's degree, preferably masters degree required in the areas of Business Administration, Human Resource management, Organizational development, Humanities or Social Sciences, from a well-reputed university
- 5-7 years of prior work experience in HR, including managing teams, corporate experience will be preferred
- Strong spoken and written communication skills and passionate about creating experiences and opportunities to enable people's growth
- Strong critical thinking skills
- Demonstrated multi-tasking ability
- Ability to build trusting and strong relationships with people from diverse backgrounds
- Desire to work towards a Pakistan where every child has the opportunity to obtain an excellent education

Salary and benefits will be competitive and commensurate with the candidate's skills, qualifications and experience.

How to apply: Submit your application by filling out the form below by **22nd January 2024**

Form Link: <https://www.tfaforms.com/5088099>

We strongly encourage you to learn more about us at www.iteachforpakistan.org, and our social media pages before applying.