

## **Career Opportunity** **Senior Associate Human Resource**

**Reporting to:** Manager HR

**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 Senior Associate, Human Resource will provide support on routine functions of the Human Resources department. This will include coordination work during hiring cycles, maintaining staff records, preparing payroll, managing leave balances and assisting in day-to-day HR operations. The Senior Associate, Human Resource will also support the HR Manager 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.

### **Primary Responsibilities**

- Assisting the HR Manager in the recruitment process (sourcing activities, candidate shortlisting, screening calls, setting up interviews)
- Conducting reference checks and staff orientation
- Managing HR records including personnel data, leave record, grievances etc.
- Drafting employee contracts, experience letters, proof of employment letters, bank opening letters
- Managing the employee clearances
- Assisting in payroll processing
- Responding to HR-related queries within the company
- Managing any other HR related tasks assigned by the HR manager

**The ideal candidate** will have the following qualifications and experience:

- Minimum Bachelor's degree required in the areas of Business (HR), Humanities or Social Sciences, from a well-reputed university
- 2-3 years of prior work experience in HR

- Demonstrated excellence at planning events that include complex logistical management
- Strong spoken and written communication skills
- 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 Application form.

**Application Form Link:** <https://forms.gle/mD8EqvpgbuNxKQAb8>

Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

We strongly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org) and our social media pages before applying.