

JOB PROFILE

Job Title: HR Assistant
Place of Work: Islamabad (Extensive field visits)
Reports to: Country Manager HR
Line management responsibility: No
Budget Responsibility: No
Child Protection Level: 1
Name & Signatures :
Date :

Name of Manager & Signatures:
Date :

Job Summary

The overall purpose of the HR team is to ensure appropriate human resource systems and mechanisms are in place and effectively applied across the programme. The HR Assistant will assist Country HR Manager in designing and implementing Succession Plans, HRD Plans and introduction of latest staff development techniques and opportunities for SCUK staff and partner organizations.

Ensuring implementation and adherence to SC-UK policies and procedures on all aspects of HRD will contribute effectively in building a high level of competency within a high performing team. This will be soundly based on training needs assessments, performance management and succession planning supported by the development of annual HRD plans which will be drawn from individual Learning and Development Plans. Additionally, the HR Assistant will be responsible for efficient and transparent record keeping in all matters relating to HRD including training costs and budgets.

The HR Assistant will assist CMHR in implementation of Institutional Development Plans of partner organisations in close coordination with the programme teams.

The HR Assistant Islamabad will also help CHRM in coordinating with the Partner organizations regarding technical guidance on HRD related issues.

In all aspects of his/her work; adherence to Save the Children UK's policies and procedures will be ensured.

Key accountabilities

- Assist in HR capacity building of SC-UK staff and partner organizations.
- Frequent visits to partner organization to assess HR related needs and preparing comprehensive HRD plan and thereafter its effective implementation.
- Assist in designing training courses for partners and SC-UK staff.
- Identifying cost effective and efficient learning and development opportunities.
- Monthly track record on L&D activities including L&D budgets.
- Updating HRMIS on regular basis.
- Maintaining employee documentation record.

Working Contacts

1. **Internal:** All SC-UK Staff members on a regular basis
2. **External:** Partner Organizations, Save the Children Alliance, INGOs, Training Institutes.

Knowledge, Skills & Experience requirements

1. MBA (HRM) or Master degree holder with advanced diploma in HRM.
2. Minimum Six months relevant working experience
3. Considerable knowledge of development programmes
4. Effective negotiation skills, diplomatic skills and cultural and political sensitivity.
5. Ability to create and maintain a level of effective output; capacity to work hard.
6. Understanding of development issues pertaining to children
7. Excellent in MS Office

Child Protection - level 1

Level 1 - the responsibilities of the post do not require you to have contact with children or young people

Declaration

I, certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC_UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.

