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A company setup under Section 42 of the Companies Ordinance, 1984 is looking for experienced & dynamic individual for following position on contract basis, based in Islamabad:

POST:

DEPUTY MANAGER TRAINING & DEVELOPMENT – (01)

Qualification:

- Degree in Business Administration (BBA Hons. /MBA) or a Master in HR, Marketing, Behavioral Sciences

Experience:

- Minimum Three (03) years of professional work experience with one year in either of the following fields of organizational development, recruitment, trainings, compensation & Benefits, brand development, digital marketing, communication.

DESCRIPTION OF RESPONSIBILITIES;

- Seamlessly execute various activities that help uncover, articulate and define USF's employer image, organizational culture, key differentiators & reputation.
- Drive various employee engagement activities.
- Manage our EB brand on various digital mediums namely, our Careers Page, LinkedIn, facebook and other such forums.
- Formulate and deliver effective communication for content related to various HR projects and activities.
- Manage internal and external stakeholders to ensure timely delivery of all HR programs and initiatives.
- Develop effective learning programs based on needs highlighted during the training need analysis, using a mix of learning mediums
- Recruitment – ensure business alignment, examine workforce plans & have an understanding of the different sourcing strategies based on the understanding of the jobs and where the audiences will come from to fill them.
- Candidate Relationship Management – build a positive candidate experience, managing candidate communities, and maintaining relationships for those candidates not selected.
- Provide generalist support in the execution of various HR processes including but not limited to performance management, grievance handling.

Maximum Age Limit : 45 Years