

## Job Description

<b>Job Title</b>	<b>HR Officer</b>		
<b>Strategic Business Unit</b>	TVET IV	<b>Location</b>	Islamabad
<b>Pay Band</b>	Consultancy Contract (Long Term)	<b>Contract Duration</b>	4.5 Years Consultancy Contract
<b>Deadline to Apply: 11<sup>th</sup> February 2024 (11:59 PM)</b>			

## About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

## About the role

HR Officer will manage delivery of HR operation services for the TVET IV project team and carrying out a wide range of duties including personnel record management, employee relations, coordination for staff salaries and providing support in recruitment and selection.

The appointee will have responsibility for:

## HR Administration and Compliance

- Collect and collate time sheets of all project staff at the end of each month and coordinating with the finance and admin in ensuring timely payment of staff monthly salaries.
- Plan and implement the induction of all new project staff.

- Collate reports from the RFID staff attendance system on a monthly basis.
- Ensure all project staff's mandatory trainings are completed and refreshed as per British Council and donor requirements.
- Ensuring that all project staff contracts are renewed and signed before the expiration of existing contracts.
- Supporting and managing all project staff recruitment and exits as per proper protocol including the setting up of interviews.
- Support in the development and implementation of HR initiatives and systems.
- Provide orientation to staff on HR policies, procedures and systems.
- Be actively involved in recruitment by coordinating with line managers preparing posting ads managing project hiring processes.
- Assist in performance management processes. Effectively coordinate with line managers/supervisors to complete performance appraisals within the deadline.
- Develop and implement on boarding plans.
- Support management to handle disciplinary proceedings and grievance issues if arises.
- Complete documentation for all separated staff with completion of handing/taking over processes.

### **HR Administration and Compliance**

- Responding to HR queries by project staff and working with the Admin and Finance Manager and the Senior Programme Manager to ensure compliance to all British Council and donor HR policies and procedures.
- Coordination with the British Council HR team for signing off all project staff related documents including staff contracts, exits and other relevant documents.
- Ensure all HR processes comply with donor and auditor's requirements.
- Coordinate with line manager to ensure JDs for the team are on files include all other required documentation.

### **Knowledge and Records Management.**

- Maintain staff database ensuring maintenance of the information (such as record of mandatory trainings, joining and leaving dates etc.) and ensure that the database is regularly updated. Search learning opportunities for staff for their professional development.
- Understand, respect, and demonstrate strict confidentiality of all HR records and personnel files and employee's personal information being maintained ensuring compliance to GDPR.
- Manage personnel records of all project staff and ensure that all contracts and related documents are filed as per British Council and donor HR policies and data protection policies are followed.
- Maintain employees' records (all recruitment documents, attendance/timesheets, leave records, performance appraisal forms and other related correspondence).
- Maintain staff conflict declaration forms and other related forms and ensure these are updated and reviewed on a regular basis.

### **Safeguarding**

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

### Reporting and Line Management:

The HR Officer will report to Admin and Finance Manager.

### Required qualifications and experience.

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in recruiting, interviewing, and selecting candidates.</li> <li>• Proficiency in conducting new employee orientations and onboarding processes.</li> <li>• Experience in handling employee relations issues, such as conflict resolution, performance improvement, and disciplinary actions.</li> <li>• Experience with HR audits and policy development to maintain compliance.</li> <li>• Experience in generating HR reports for management and compliance purposes.</li> <li>• Strong written and verbal communication skills.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• at least 1 year of relevant work experience, and specific expertise in Human Resource Management</li> <li>• Experience of working with donor funded projects.</li> <li>• Proficient in MS Excel, Outlook and Word</li> </ul>	
<b>Qualifications</b>	qualification in a related field preferably business administration	
<b>British Council values and behaviours</b>	British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.	

	<p>For further information please visit the below pages.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf">https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf</a></li> <li>• <a href="https://www.britishcouncil.org/about-us/our-values">https://www.britishcouncil.org/about-us/our-values</a></li> </ul>	
<b>Condition of employment</b>	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	

### Submission guidelines:

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: [tvvet.iv@britishcouncil.org.pk](mailto:tvvet.iv@britishcouncil.org.pk)
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.