


Job Description

	<u>Chief Human Resource and Administration Officer (CHRAO)</u>
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Level / Pay Scale	C-level/ SEP-II	Department / Location	HR & Admin / HO Sukkur
Reports to	CEO	Supervises	HR & Admin Director

Purpose

The Chief Human Resource and Administration Officer (CHRAO) is a C-level executive responsible for leading the organization's human resources and general administration functions. The CHRAO provides strategic leadership and direction for all HR activities, programs, and initiatives, with the goal of attracting, developing, and retaining top talent while fostering a positive and inclusive work culture. The CHRAO partners with senior leadership to align HR strategies with business objectives and drive organizational performance and success. Besides, he will be responsible for logistic support to the Company with respect to general administration.

Responsibilities

- Develop and implement HR strategies, policies, and programs that support the organization's mission, vision, and goals.
- Partner with senior leadership to align HR initiatives with business objectives and drive organizational performance and growth.
- Develop and implement talent acquisition strategies to attract and recruit top talent. Oversee recruitment processes, employer branding, and candidate experience initiatives.
- Implement talent management programs, including performance management, succession planning, career development, and leadership development.
- Foster a positive and inclusive work culture that values diversity, equity, and inclusion. Implement employee engagement initiatives, recognition programs, and feedback mechanisms to promote a positive employee experience.
- Manage employee relations issues, conflicts, and grievances. Ensure fair and consistent application of HR policies and procedures.
- Develop and administer compensation and benefits programs that are competitive, equitable, and aligned with organizational objectives.
- Monitor market trends and benchmarks to ensure the organization's compensation and benefits offerings remain competitive and compliant with relevant regulations.

- Develop and implement learning and development programs to build employee skills, capabilities, and competencies aligned with business needs.
- Provide leadership development opportunities, training programs, and coaching to develop future leaders and promote career growth.
- Oversee HR operations, including payroll, HRIS, data management, and compliance with employment laws and regulations.
- Identify and implement HR technology solutions to streamline processes, improve efficiency, and enhance the employee experience.
- Lead organizational development initiatives to drive change, improve performance, and build organizational resilience.
- Provide change management expertise and support for organizational restructuring, mergers and acquisitions, and other strategic initiatives.
- Develop and implement employee health and wellness programs to promote physical, mental, and emotional well-being.
- Establish HR metrics and analytics to measure the effectiveness of HR programs and initiatives.
- Use data-driven insights to inform decision-making, identify trends, and drive continuous improvement in HR practices.

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all HR policies and procedures.
- Developing internal HR systems and practices.
- Standardization of HR processes across SEPCO.
- Organization-wide HR transformation.

Knowledge & Skills

- Planning and Organizing
- Stress Management
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Leadership
- Relationship Management
- Broad knowledge of Business Processes
- Thorough knowledge of HR models, Structures and Strategic HR management
- In-depth knowledge of Recruitment and Selection, Training and Development, and Talent Management practices.
- Broad knowledge of Compensation and Benefits, Performance Management Systems, Models and Philosophy
- Deep knowledge of Organizational Behaviour, Culture and Design
- In-depth knowledge of Market / industry HR trends
- In-depth Knowledge of HR strategy development
- Knowledge of Project Management