

 FINCA®	JOB DESCRIPTION		
Position Title	Unit Head HR Shared Services	Reporting To	Head HR, Training & OD
Department	Human Resources	Location	Head Office
Grade Range		Salary Range	
Job Holder		Job Level	
Education	CA/Partly Qualified CA/CA Inter. Having Graduation Degree, preferably in Human Resources or Business.		
Experience	10-15 years progressively responsible human resources management experience, at least 5 of which are in key leadership role(s) in a large, complex, diverse enterprise. Human Resources Certification Institute and/or Society for Human Resources Management senior professional certification(s).		
Job Purpose	To provide vision, strategic leadership, planning and guidance for the development, implementation and management of effective and efficient Human Resources operations in accordance to the strategy and plans.		
Duties and Responsibilities:			
<p>Responsible for:</p> <p>Compensation & Benefits:</p> <ul style="list-style-type: none"> • Subject matter expert in administration and implementation of compensation programs, processes, and issues (including base pay, executive compensation, incentive pay, job evaluation, salary survey, market analysis, and recognition programs); ability to participate knowledgeably in the design of compensation programs. • Assist Head HR in design and development of appropriate job leveling structures, salary range structure, and salary administration processes and tools. Monitor the effectiveness of existing compensation policies, guidelines and procedures; recommend revisions, resolve and fix issues, and recommend new plans which are cost effective and consistent with compensation trends and organizational objectives • Assist Head HR in ensuring compensation programs support strategic objectives by remaining knowledgeable of the key business goals. • Provide counsel and consulting to HR business partners, leaders and talent acquisition regarding compensation issues, and handle escalated employee issues as needed. • Contribute to and manage other corporate programs and projects including preparation of the department budget. <p>Documentation & File Management:</p> <ul style="list-style-type: none"> • Responsible for employee personal file management including documents filing, file maintenance and HR Record Keeping. • Ensure Employee IDs and BDO numbers are generated and employee files are added in HRMS on time. • Ensure update and circulation of on boarding forms as and when required. • Responsible to ensure that employee files are complete and all required documents have been filed including code of conduct and rectification of discrepancies after file audit. <p>Employee Verifications:</p> <ul style="list-style-type: none"> • Subject matter expert in administration and implementation of compensation programs, processes, and issues (including base pay, executive compensation, incentive pay, job evaluation, salary survey, market analysis, and recognition programs); ability to participate knowledgeably in the design of compensation programs. • Assist Head HR in design and development of appropriate job leveling structures, salary range structure, and salary administration processes and tools. Monitor the effectiveness of existing compensation policies, guidelines and procedures; recommend revisions, resolve and fix issues, and recommend new plans which are cost effective and consistent with compensation trends and organizational objectives • Responsible for reviewing programs, suggesting modifications, and ensuring achievement of competitive market position and other goals • Assist Head HR in ensuring compensation programs support strategic objectives by remaining knowledgeable of 			

the key business goals.

- Provide counsel and consulting to HR business partners, leaders and talent acquisition regarding compensation issues, and handle escalated employee issues as needed.
- Contribute to and manage other corporate programs and projects including preparation of the department budget.

HR Operations:

Ensure on time employee confirmations, contract renewals, transfers, promotions, re-designation and relocation and update all this in HRMS

Ensure on time execution and completion of Performance Appraisals and Goal Setting.

Ensure on time issuance of employee ID Cards and Insurance Cards.

Ensure management of interns' stipend and overtime payment.

Ensure vendor management and SIM issuance for official SIMs and mobile handsets.

Ensure maintenance of Org Charts, NFAs, HR Manuals, MB Approvals and preparation of HR related forms .

Preparation and management of House Loan Proposals

Loans, Cards and Insurance:

- Loan management, insurance, registration and record keeping of Mobile, Motorbike and Scooter.
- Vendor selection and purchase requisition and finalization of vendors.

HRMS:

- Guide Manager Compensation and Benefits in system implementation including report generation, strategy design that serve to enhance usability and understanding of system.

Competencies & Training

Core Competencies:

- Demonstrated ability to coach, train and influence diverse groups of HR professionals, and build and sustain professional business relationships.
- Excellent oral and written communication skills required.
- Thought leadership
- Conflict management and critical thinking skills essential.
- Ability to effectively problem solve, gather and analyze data, and make sound judgments.

Technical Training:

- Working knowledge of HR modules
- HR policies and procedures.

Interested candidates may send their resumes at ahmed.Raza@finca.org.pk with position title in subject line.

Last date to apply is January 31, 2018