



## **Job Details:**

**Job Title:** HR Manager

**Location:** Hyderabad, Sindh

**Type of Employment:** Full-time

**Contract:** 1 year (extendable)

## **Roles and Responsibilities:**

- Develop, implement, and review HR policies and procedures in alignment with CSSP's core values and strategic goals.
- Conduct orientations of staff of the organizational policies and procedures
- Ensure compliance with labor laws, organizational policies, and donor requirements.
- Promote a gender-sensitive and inclusive work environment.
- Plan and execute recruitment strategies to attract and retain qualified professionals.
- Oversee the recruitment process, including job postings, screening, interviews, selection, and onboarding.
- Implement performance appraisal systems and ensure regular employee evaluations.
- Identify training and capacity-building needs and develop annual training plans.
- Facilitate leadership and professional development programs.
- Ensure competitive and fair compensation structures in line with industry benchmarks.
- Manage payroll processing, leave management, and employee benefits administration.
- Handle grievances related to compensation and benefits fairly and transparently.
- Promote a positive and inclusive work culture based on respect, dignity, and gender sensitivity.
- Address employee grievances and disciplinary issues as per organizational policies.
- Conduct staff engagement activities to enhance motivation and retention.
- Maintain accurate HR records and documentation of all processes, ensuring confidentiality.
- Develop HR reports and dashboards for management decision-making.
- Ensure health and safety compliance in the workplace.
- Respond to complaints pertaining to employees as per organization's complaint handling policy

## **Required Qualifications & Experience:**

- Master's degree in Human Resource Management, Business Administration, or a related field.
- Minimum of 5-7 years of progressive HR experience, preferably in the development sector.
- Strong knowledge of labor laws, HR best practices, and compliance requirements.
- Excellent leadership, interpersonal, and communication skills.

- Proficiency in HRIS, Microsoft Office, and other digital softwares
- Strong problem-solving and decision-making abilities.

### **Preferred Competencies:**

- Experience in working with non-profits, INGOs, or donor-funded projects.
- Ability to handle sensitive HR matters with discretion and professionalism.
- Commitment to gender equality, diversity, and inclusion.
- Ability to work in a fast-paced environment and manage multiple priorities.

### **How to Apply:**

Interested candidates should submit their CV along with a cover letter to [hr@cssp.org.pk](mailto:hr@cssp.org.pk) by or before **10<sup>th</sup> April, 2025**. CSSP is an equal opportunity employer and encourages applications from women, minorities, and persons with disabilities.