

Career Opportunity

Human Resource Manager

Reporting to: Chief Executive Officer

Location: Islamabad

Recruitment type: Full-time

Teach For Pakistan is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking and engaged. To that end, we aiming to grow our movement aggressively over the coming years, and are looking for team members who will work passionately to rigorously to achieve this goal.

The Role

Position Summary

The HR Manager will directly support the goals of the organization by leading the routine functions of the Human Resources department. This will include hiring staff, maintaining staff records, processing leaves, managing performance evaluation systems and processes, and enforcing all HR policies to ensure a safe, inclusive and efficient workplace. The HR Manager will also support the CEO in maintaining and growing a culture of values-aligned actions, where each staff member feels supported, motivated, engaged and prepared to do their very best as drivers of our larger movement. This is a great opportunity for someone who is highly motivated to help Teach For Pakistan scale to its full potential by investing in its people.

Primary Responsibilities

- Conduct routine HR activities across the organization, including but not limited to: drafting, reviewing and issuing contracts, updating personal records, managing leaves.
- Managing hiring and on-boarding of new staff, including drafting job descriptions; setting assessment processes; conducting interviews and reference checks; and devising and executing on-boarding plans
- Support the CEO in staff development activities, including making and managing an organization-wide annual learning plan, assessing staff's training and development needs in collaboration with managers and sourcing/creating appropriate opportunities for their growth.
- Creating and managing policies related to workplace culture that ensure all employees' well-being, and enables us to live into our core values in pursuit of our larger vision
- Applying necessary knowledge of relevant local laws, including labour laws and protection and harassment laws, to create a workplace culture where everyone feels valued, safe and respected.

- Coordinating with the CEO to determine future staff recruitment needs, and planning and budgeting accordingly
- Support other functions on the team as and when required

The ideal candidate will have the following qualifications and experience:

- Minimum Bachelor's degree required in the areas of Business (HR), Humanities or Social Sciences, from a well-reputed university
- 5-7 years of prior work experience in HR or a related area of recruitment and training
- Demonstrated excellence at planning events that include complex logistical management
- Strong spoken and written communication skills
- Passionate about learning to create experiences and opportunities to enable people's growth
- Ability to build trusting and strong relationships with people from diverse backgrounds
- Desire to work towards a Pakistan where every child has the opportunity to obtain an excellent education
- Willingness to work weekends or after office hours as and when required

Salary and benefits will be competitive and commensurate with the candidate's skills, experience, and qualifications.

To Apply, please send us your resume and cover letter at careers@iteachforpakistan.org by **August 7th, 2022**. It is important to note that while submitting your application, you must ensure the following without which your application will not be considered:

- Please mention the job title in your email subject.
- A generic cover letter will disqualify you from consideration. Your cover letter must address the following questions:
 - Why are you interested in working for Teach For Pakistan?
 - What specific skills, experiences, and mindsets make you a good fit for the role and the organization?
 - What challenges do you think you would face in this role and how would you overcome them?

We strongly encourage you to learn more about us at www.iteachforpakistan.org and our social media pages before you apply.