

Job Description
Chief Human Resource and Career Planning Officer

Purpose

This position strategically leads and directs the Human Resource function at (Name of DISCO); Contributes in the development of HR business strategy; Oversees implementation of HR strategy aligned with current and long-term organizational goals and provides HR advisory and thought leadership to (Name of DISCO) on strategic organizational initiatives.

Eligibility Criteria

- 16-year Degree (MBA / MS) preferably in Human Resources or a related field from a local/foreign university recognized by HEC
- Post Qualification relevant experience minimum of 15 years
- Certifications/courses in HR from institutions of high repute (national/international) will be a strong plus
- Excellent verbal and written communication skills.
- The candidates must comply with the Fit and Proper Criteria as laid down under the Public Sector Companies (Corporate Governance) Rules, 2013 framed under the Companies Act, 2017 and also as laid down under the State-Owned Enterprises (Governance and Operations) Act, 2023.

Age Limit

- Upper age limit is 50 years.

Skills & Knowledge

- 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

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all HR policies and procedures.
- Leading a safe working environment.
- Developing internal HR systems and practices.
- Standardisation of HR processes across (Name of DISCO).
- Organization-wide HR transformation.

Responsibilities

Development of Strategic HR Framework Design

- Analyses strategic HR requirements based on organizational vision, strategic goals and direction from CEO and Board Committees;
- Scrutinizes Organizations objectives and growth plans;
- Brainstorms organization wide HR concept/design aligned with Business requirements;
- Formulates HR strategy and framework for at least 3 years based on business requirements and growth plans;
- Presents and discusses HR concept with CEO/management for approvals;
- Outlines roadmap and structural requirements for implementation of HR strategy;
- Defines subsequent modifications in internal operating model of HR for efficient strategy execution;
- Oversees HR executive manpower planning and training requirement analysis;
- Conceptualizes executive talent management process and succession planning framework;
- Formulates key steps to operationalize strategic design;

- Steers change and transition management process and enables successful achievement of organization's HR strategic objectives;
- Reviews HR frameworks, validates alignment with internal (business requirements) and external (macro-economic dynamics) and accordingly updates strategy.

People Management

- Provides effective and inspiring leadership to subordinates;
- Builds competent and high performing team capable to meet current and future needs;
- Delegates responsibilities to subordinates and creates a sense of urgency;
- Ensures parity among subordinates with regards to learning and growth opportunities;
- Leads by example;
- Builds a conducive working environment for an engaged and committed team;
- Promotes a sense of purpose and self-fulfilment among subordinates;
- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal;
- Oversees recruitment of executives;
- Identifies training and development requirements of subordinates to take future roles in coordination with HR;
- Drives employee engagement across the group.
- Handles administrative issues such as conflict management, grievances handling and disciplinary issues.
- Creates the need for empathy when necessary.

Leadership Competencies

- Talent Development
- Acts Entrepreneurial
- Thinks Long-term
- Fosters Collaboration
- Executes with Excellence
- Demonstrates Adaptability