

Job Announcement

Position: Senior Manager, Human Resources

Minimum Commitment: Two Years

Start Date: As soon as possible

Qualifications: Minimum 5 years of management experience and a degree in Human Resources with CIPD, SHRM, SPHR or equivalent

Location: 29-P, Gulberg II, Lahore

About CERP

The [Centre for Economic Research in Pakistan \(CERP\)](#) is a leading independent non-partisan policy institution focused on improving decision-making in Pakistan through rigorous quantitative research, engaging policy counterparts with real policy challenges, and designing and advising on high impact reforms based on data. At CERP we also deploy cutting-edge pedagogy tailored for Pakistan and provide data insights to the private sector on product and process design. Our mission is to improve decision-making in Pakistan through evidence-based research, executive education, analytics and advisory services.

I. Position description

In this role, you will be directly reporting to CERP's President and CEO, Mr. Maroof Ali Syed.

Primary responsibilities include, but are not limited to:

- a. Providing strategic recommendations to the CEO/President and members of the senior management team
 - i. Develop and execute plans for **strategic growth**
 - ii. Develop and implement a **campaign for long-term staffing (workforce planning, recruiting)**
 - iii. **Support fundraising** efforts by providing employee statistics
 - iv. Advising on long-term **business goals**
- b. Establishing and enforcing **strategic policies**, procedures, controls and reporting functions.
 - i. Developing and implementing a clear written **employee management policy**, conducting periodic review and revision as needed
 - ii. Drive the company's **workforce planning**
- c. Leading and directing comprehensive **HR service delivery** to the organisation, including people management; overseeing and executing HR management operations.

- i. Generating and maintaining documentary record of all-important HR operations, including but not limited to personnel files, recruitment records, contracts, evaluations, and official conversation with employees.
 - ii. Dealing with employee relations, managing absences and sickness, dealing with grievances and implementing disciplinary proceedings.
 - iii. Measuring employee engagement and satisfaction, identification of areas that require improvement and presenting concrete recommendations to the CEO
 - iv. Supporting the organisation of annual CERP retreats to build staff morale and contribute to a positive work environment.
 - v. Compensation and Benefits: Rationalisation of salary structure in consultation with the CEO.
 - vi. Recruitment:
 1. Designing, implementing and refining recruitment and marketing strategies to target and on-board high-quality human resources. This includes but is not limited to the development of position-specific Terms of Reference (TORs) and job advertisements.
 2. Development and oversight of recruitment and selection processes in coordination with project teams and the staff involved. This includes but is not limited to the periodic revision of the candidate testing mechanisms and oversight of coordination with candidates.
 3. External outreach, liaising with placement offices
 4. Development and execution of employee on boarding and orientation processes.
 - vii. Exit Strategies
 1. Development and oversight of employee transition-out processes.
 2. Perform exit interviews with staff members leaving the organisation, as appropriate.
 - viii. Alumni Affairs: Establishing CERPA Alumni community and tracking progress of alumni.
- d. Leading organisational development and personnel development efforts of the organisation
- i. Establishing **organisational structure**
 - ii. Conduct regular **performance development** review meetings with staff, review progress, set goals and monitor performance for effective delivery.
- e. Providing leadership, direction and management of the **human resources team**:
- i. Hire, train, develop and appraise staff effectively.
 - ii. Develop a personnel plan for the human resources team

f. **Stakeholder** management

- i. Establishing strong working relationships with senior management, team management, and individual employees
- ii. Representing the company with external partners including vendors, legal counsel, recruiting offices, and Principal Investigators globally

g. Delivering special *projects*:

- i. Leading on the implementation of an HRIS
- ii. Developing HR metrics and analytics
- iii. Conduct contract renewal cycle and performance management cycle in April 2020

This is NOT an exhaustive list of tasks that you will be performing as the Senior Manager, Human Resources. You may be assigned additional tasks as deemed necessary by the CEO or the CERP Board.

Please note that this is a demanding but exciting role, given the scope and possibilities for professional growth. CERP's teams are small, and the amount of work we accomplish is significant. The position is challenging but rewarding – only apply if you are the type of person who takes charge and responsibility, can do good work with little supervision, and are not afraid to learn new things in order to get the job done.

II. Qualification and Skills

- Degree in Human Resources with professional HR credential (CIPD, SHRM, SPHR or equivalent)
- Minimum 5 Years of management experience
- Familiarity and experience with HR analytics and reporting
- Proficient in MS Office, Google Suite, and HRIS
- Fluency in English required, Urdu - preferred.

III. How to apply

Please follow the instructions below. Any applications or CVs submitted outside this process will not be considered. Only successful candidates will be contacted

Interested candidates should:

1. Send a cover letter, CV, and proof of professional certification to careers@cerp.org.pk.
The subject of the email should be **“CERP HR SeniorManager”**
2. Fill out this [online form](#)