



Job Description Form

Job Title / Designation	Deputy Director (Human Resources)
Location / Work Station	Head Office
Reports to	Managing Director
Reportee(s)	Muhammad Mujtaba
Job Purpose	Handle all matters pertain to Human Resources Directorate

Sr	Core Responsibilities:
1	Ensure proper implementation of HR Manual policy & procedures of ZDA.
2	Provide seamless HR support to the Managing Director ensuring compliance with organization HR policy and procedure.
3	Within scope of responsibility, provide information and general assistance to the employees regarding Human Resources policy and procedures; answer questions and provide information regarding interpretation of rules, problem solving, general advices and other issues
4	Coordinate complete Recruitment & Selection activities which include advertisement, short listing of applications, test/ interview process, and development of selection tools; performs reference checks, etc. and sends appropriate correspondence to all applicants in a timely manner
5	Plan and conduct new employee orientation to foster a positive attitude towards organizational aims and objectives
6	Responsible for coordinating Officers/ Officials Training Programs on need basis.
7	Coordinate all activities of Performance Management Process of organization
8	Advise Officers/ Officials regarding contract agreements & probation status, employee performance evaluations, and personnel action forms
9	Receive various grievances or complaints from employees (consult legal counsel regarding difficult cases, if any) and provide opinion in the light of HR Policy, ZDA and Local Labor Laws before submitting complaints in the Office of Managing Director
10	Provide administrative decision-making support and leadership to resolve employee problems; counsel employees and supervisors concerning performance and disciplinary matters; review and provide recommendations on case to case basis
11	To maintain proper record of personnel files and other related HR documents including employment contract agreements, amendments, time sheets, calendar holidays and leaves, ensuring confidentiality
12	To establish and maintain Human Resource Information System.
13	Supervise and guide to sub ordinates of Human Resources Directorate
14	Any other task assigned by Managing Director