



## Senior Associate – HR

**Deloitte Yousuf Adil, Chartered Accountants**  
Member of Deloitte Touche Tohmatsu Limited

**Experience:** 4-5 years

**Job Location:** Karachi

**Country:** Pakistan

**Positions:** 1

**Job Type:** Full time Contractual – USAID SCDP

**Salary:** Market Compatible

### Project Description:

Deloitte Yousuf Adil, Chartered Accountants (Deloitte Pakistan) is contractor for USAID on Sindh Capacity Development Project (SCDP), a USAID three-year project that will support the sustainability of the Sindh Basic Education Program (SBEP). This will be done by ensuring stronger governance and improved public accountability in the education sector through systems building and institutional strengthening of Program Management and Implementation Unit (PMIU) and Education and Literacy Department (E&LD) of the Government of Sindh.

SCDP aims to:

- Improve efficiency and effectiveness of the Program Management and Implementation Unit (PMIU) to manage and implement SBEP in an effective and transparent manner;
- Strengthen the effectiveness and impact of SBEP through the implementation of the monitoring and evaluation (M&E) plan and further disseminate knowledge to guide the education sector's M&E programs and practices in Sindh;
- Facilitate the systematic generation of knowledge on education challenges and innovative interventions and strategies to inform decision-makers for the improvement of education policies and programs in general and SBEP in particular;
- Strengthen capacities, systems and policies of the Education and Literacy Department (E&LD) to improve the education services in conjunction with the education reforms in Sindh

### About Deloitte Yousuf Adil, Chartered Accountants:

Deloitte Yousuf Adil, Chartered Accountants is a member of Deloitte Touche Tohmatsu Limited (DTTL), one of the largest professional services organizations in the world, with a workforce of 200,000 people in more than 150 countries. It is one of the Pakistan's leading professional services firm, provides audit, tax, enterprise risk services, financial advisory and consulting to a wide range of local and multinational clients.

The firm was established in 1972 and it has become one of the leading professional services firms in Pakistan. The firm is providing services to over 500 clients including both multinational and local companies. The firm has significant presence across manufacturing, services, commercial, financial and public sector entities in the country. The firm has a workforce of more than 600 people in 4 offices across the country. Our staff includes more than 100 qualified accountants, MBAs, IT experts and other technically qualified persons.

Deloitte Yousuf Adil, Chartered Accountants brings together clients, offers innovative solutions, and endeavors to exceed client expectations. The firm adopts a customized, responsive and personal approach towards client service and offers a complete range of services across various industries.



## Position Objective:

The Senior Associate – HR will assist in performing higher-level tasks and providing a comprehensive suite of services to support SCDP. He will mostly handle administrative tasks and will be responsible for Recruitment, Induction and onboarding, project staff attendance and leave management and HR policy direction, leading meetings such as exit interviews. He will also focus on financial analysis, innovative reporting, planning, budgeting and forecasting, prioritize objectives and contribute to project planning and status reporting. Supervise junior staff and manage parts of SCDP engagements.

## Duties and Responsibilities:

- Implement human resource best practice strategies and practices which contribute to the organizations ability to meet identified human resource outcomes.
- Assist with a range of Employment Relations queries and projects, including dispute resolution and disciplinary investigations, and other instances of conflict between staff and management.
- Support on recruitment and onboarding of staff
- Conduct the reference check of the employees
- Maintain and updating the database of the candidates.
- Keeping a track of the attendance of the employees.
- Helping managers in performance appraisal system
- Conduct exit interview analysis
- Conduct orientation of the new staff
- Assist in maintaining the payroll of the employees
- Process of negotiating service agreements with vendors

## Qualifications:

- Preferable MBA / MPA or Masters level degree in HR or equivalent experience.
- Minimum bachelor's degree level degree in HR
- Knowledge and experience of related computer applications is a must.
- Advance proficiency for working with Microsoft Excel tools required; knowledge of macros preferred but not mandatory.
- 4 to 5 years of experience in HR
- Proven track record in working effectively within multidisciplinary teams.
- Strong English and Urdu communication skills; writing and speaking skills.

## Application Instructions:

Please email a CV, letter of interest, and details of three professional references with names and contact information to [pkhumancapital@deloitte.com](mailto:pkhumancapital@deloitte.com) no later than **June 15, 2017**. Please write “**SCDP: Senior Associate - HR**” in the subject line. All interviews will be held in Karachi.

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.