

# CAREER OPPORTUNITY

Sindh Rural Support Organization (SRSO) is one of the largest Rural Support Organization in Sindh registered under section 42 of the Companies Act 2017; SRSO invites applications from energetic, well-qualified, and experienced individuals for the below position:

## Program Officer -Human Resource:

### Criteria:

- **Professional Qualification:** Minimum Bachelor's degree required in Human Resource Management from HEC-recognized university/institute.
- **Experience:** Minimum 02 years of experience in Human Resources in any reputable organization or institute.
- **Duty Station:** Position based at SRSO, Head Office, Sukkur.
- **Reporting Line:** Human Resource Manager.
- **Gender:** Both.
- **Knowledge & Skills Required:**
  - Knowledge of employment laws, regulations, and HR best practices.
  - Excellent communication and interpersonal skills.
  - Strong organizational and multitasking abilities.
  - Proficiency in MS Office applications and familiarity with HRIS.
- **Personal Attributes:**
  - Discretion and confidentiality in handling sensitive information.
  - Ethical and professional conduct.
  - Strong problem-solving and decision-making skills.
  - Attention to detail and accuracy.
  - Detail-oriented with excellent organizational abilities.
  - Ability to work collaboratively in a team environment.

### Core-Responsibilities:

- Assist in the recruitment process, from job posting to onboarding.
- Assist in all types of written tests and interviews conducted.
- Ensure timely fulfillment of staff needs at concerned locations.
- Ensure the HR policies and procedures are followed by the concerned location.
- Provide guidelines to the new staff and make proper onboarding of staff at the concerned locations.
- Maintain accurate and updated employee records, both physical and digital.
- Prepare HR-related documents, including contracts, letters, and others.
- Contact the district-level administration for timely completion of new staff requirements and current.
- Responsible for preparing monthly leave records of concerned projects.
- Responsible for managing the Leave Management Systems at the Head Office level.
- Responsible for degree verification and employee cards of new staff and current as well.
- Ensure the new staff and current staff registration on the EOBI portal monthly basis.
- Support compliance efforts related to employee documentation and reporting.
- Address any crucial activity found at the district / regional level to the supervisor.
- Address the attendance issues immediately to district management and supervisor.
- Support supervisor in payroll work.
- Responsible for managing the monthly attendance and proper verification of attendance at district & regional levels.
- Support payroll-related changes to the supervisor at the time of preparation of salaries.
- Responsible for managing the final settlements of exit employees.

SRSO provides equal opportunities to all including physically challenged candidates and marginalized community candidates. No TA/DA will be admissible and only shortlisted candidates will be contacted. The competent authority reserves the right to reject the position. Incorrect, false, or forged information and influence (Sifarish) may result in the cancellation of your candidature at any stage.

ATTENTION: Candidates shall declare while applying for the aforementioned position that he/she was never involved in any Sexual Exploitation Abuse or any Criminal Activity in his/ her career.

**Please send your updated CV to the HR department online at the given address latest by March 12, 2024.**

[https://www.srso.org.pk/career\\_jobs.html](https://www.srso.org.pk/career_jobs.html)

**Manager – Human Resource Department**

**Address: SRSO, Head Office Complex, Near Taj Petrol Pump, Shikarpur Road, Sukkur, Sindh.**