

CAREER OPPORTUNITY

Sindh Rural Support Organization (SRSO) is a not-for-profit organization registered under Section 42 of the Companies Act 2017. SRSO invites applications from energetic, well-qualified, and experienced individuals for the below position:

Assistant Program Officer – HR:

Criteria:

- **Qualification:** Minimum Bachelor's degree in Human Resource Management, Business Administration, Public Administration, or a relevant discipline from an HEC-recognized university.
- **Experience:** Minimum one year of relevant experience in HR, preferably with a development sector organization.
- **Duty Station:** The position is based at SRSO, Head Office, Sukkur.
- **Preference:** Local candidates will be given preference.
- **Gender:** Female Only.
- **Reporting Line:** Human Resource Manager.
- **Knowledge & Skills Required:**

The suitable candidate is required to have expertise in the following:

- 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 issuing all types of letters and communications.
- Maintain and manage all types of HR records.
- Collect and verify monthly attendance data for payroll processing.
- Scan, organize, and upload personal files and documents (existing and new) into the HR software/system.
- Maintain accurate records of joiners and leavers on a monthly and yearly basis.
- Coordinate with district administration and project teams to complete HR records and formalities.
- Manage EOBI cards and maintain consolidated records.
- Oversee the issuance and maintenance of employment ID cards for staff.
- Notify the Insurance Department on time of all newly inducted employees for inclusion under the insurance policy.
- Assist in the recruitment process, including shortlisting, scheduling interviews, and documentation.
- Support HR-related reporting and other administrative tasks as required.

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.

For applying online, please log in to the SRSO Job portal by following the link mentioned below latest by March 25, 2026.

<https://www.srso.org.pk/careers>

Manager – Human Resource Department

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