



**CA**  
**PAKISTAN**

# OPPORTUNITY

## TO EXCEL WITH A PRESTIGIOUS ORGANIZATION

### HEAD OF HUMAN RESOURCES

**The Institute of Chartered Accountants of Pakistan (ICAP), is an autonomous body established under the Chartered Accountants Ordinance, 1961.**

**The Role:** ICAP is seeking to hire a Head of Human Resources; he/she will be a member of the Institute's Senior Leadership Team. The position will oversee all aspects of human resource functions and be responsible for developing and implementing HR strategies and initiatives aligned with the overall objectives of the Institute. Promote the values of the institute and nurture a positive working environment. The position will report to the Secretary of the Institute.

#### KEY RESPONSIBILITIES

- Develop and implement HR strategies and initiatives aligned with the overall objectives of the Institute.
- Oversee the recruitment and selection process.
- Foster a corporate culture and environment for Talent Management, promoting Employee Performance through a merit driven result oriented mindset, Employee Development, Career and Succession Planning.
- Oversee and manage performance appraisal system that drives high performance.
- Assess training needs and monitor training programs.
- Bridge management and employee relations.
- Ensure legal compliance related to human resource management.
- Induct HR Best Practices and Process Improvements.

#### EDUCATION, EXPERIENCE & SKILLS

- The candidate should be a Master degree holder majoring in Human Resources with HEC recognized university or a reputed foreign university.
- Have in-depth knowledge of labor laws, HR systems and databases with working experience of 8-10 years at senior management level. He/she should possess excellent active listening, negotiation and presentation skills.
- He/she should have strong leadership qualities, be people oriented and results driven with the ability to build and effectively manage interpersonal relationships at all levels of the organization.

Shortlisted candidates will be required to go through the Institute's selection process.

The position is based in Karachi and offers a market competitive remuneration package depending on the candidate's profile plus benefits and a professional work environment.

The interested candidates may apply online through <http://career.icap.org.pk> or send their resume to [hrd@icap.org.pk](mailto:hrd@icap.org.pk) latest by **November 29, 2020**.