



JOB DESCRIPTION & PERSON SPECIFICATION

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| JOB TITLE: HR Officer | DEPARTMENT: Human Resource |
| POSITION REPORTS TO: Senior Manager HR | |
| POSITION IS REPORTED BY: N/A | |
| MAJOR JOB RESPONSIBILITIES | |
| <ol style="list-style-type: none">1. Prepare and maintain personal record of all the Faculty/Staff members at SZABIST.2. Process the life insurance & health insurance claims within time for reimbursement of amount.3. Ensure that the monthly additions and deletions of Karachi & other campuses have been sent to the life insurance & Health insurance companies.4. Dealing all the queries related to Life & Health Insurance of all campuses.5. Take regular follow up from the companies regarding the amount reimbursement of Health & Life insurance.6. Prepare & maintain the EOBI lists and deal with all the queries related to EOBI.7. Prepares and issues various letters, related to HR such as appointment, confirmation, Warning, contract letters and etc.8. Any other work that Supervisor may assign. | |
| <u>PERSON SPECIFICATION</u> | |
| (1) Academic Qualification Required Bachelor's Degree in relevant field | |
| (2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Communication Skills2. Interpersonal Skills3. Counseling Skills4. Problem-solving & Decision Making Skills5. Ability to Plan, Organize, and Supervise the Work | |
| (3) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Attendance2. Initiative taking | |



3. Intelligence and Mental alertness
4. Cooperativeness
5. Policy and Procedure Compliance
6. Discipline.

(4) Experience Required:

One year relevant experience