Job Description	
Job Profile	
Job Title	Deputy Manager – HR Strategy
Job Location	Regional Office - Hyderabad
Job Type	Full time
Function/ Department	Lower Sindh Office - Hyderabad
Expected Travel	Frequent
Profile Benchmarks	
Minimum Qualification	Masters (preferably in HRM) from an accredited institution.
Experience Required	Preferably 3+ years of experience
Knowledge and Skills	● Proficiency in using computer (MS Office (especially excel), Internet etc.) ● Excellent communication and interpersonal skills ● Excellent coordination skills ● Strong analytical ability & good attention to detail ● Strong problem solver ● Ability to meet deadlines ● Ability to multi-task
Job Description	
Job Responsibilities	**<u>Quality of Principals:</u>** ● To continually research and develop area wise and cluster wise outreach plans for Principals hiring and to ensure strong implementation and tracking through consistently conducting local outreach activities in liaison with area teams ● To ensure the hiring of good quality Principals across the region by tracking Principal vacancies and managing the timely conduct of Assessment Centers in liaison with Area Teams. In addition, participating in some of the principal panel interviews where required. ● To keep a track of localizable locations and ensure local hiring of principals through strong local outreach. ● To manage the administrative activities associated with the conduct of the Assessment Centers i.e. processing of hiring budget, updating and ensuring quality of hiring data, processing hiring paperwork etc. ● To ensure clear quality Principal hiring improvement strategies are identified using Principal selection

	dashboards [shared by HO HR] bi-annually as the main performance indicator tool for the Region. ● To support Area Teams in conducting performance feedback conversations in the given timelines as per the guidelines and intervene in sensitive cases where required. ● To track the timely implementation and completion of the review meetings and PIP process by the Area teams. ● To ensure all Principals are given clear targets in a timely manner through Area and Region Teams, ensure compliance of targets against the guidelines and manage the automation of Principal targets onto SMS. ● To conduct HR related training sessions for Principals at Principals' Academy sessions, PRESET and Principals' meetings. **Quality of Regional Management:** ● To support in conducting outreach activities for various Regional positions especially Area Team positions across the Areas. ● To reinforce and ensure performance feedback conversations have taken place for all Regional staff with their respective line mangers and liaise with HO HR to intervene in sensitive cases where required. **Operational Excellence:** ● To ensure clear understanding and effective implementation of policies and processes across the Region through training and counselling on policies, if required.
Apply at:	https://careers.tcf.org.pk/job/assistant-manager-hr-strategy-sindh-2/
Expected Joining Date	ASAP
Company Profile or Website:	https://www.tcf.org.pk