

<b>Associate Talent Acquisition &amp; Employer Branding</b>	Grade: 3
Job Reports to: Lead Talent Acquisition and Employer Branding	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Location: Lahore	Travel: N/A

### Getting to know PSDF

**i** **Our purpose**-You will be part of the **largest skills development fund in Pakistan**. Punjab Skills Development Funds' purpose is to shape the future and well-being of the poor and vulnerable youth by giving them access to **skills training** of the highest standard so they can find sustainable **employment** and income-generating opportunities in Pakistan and beyond.

**The impact we have created**-PSDF started its operations in the 4 poorest districts of Punjab through its DFID UK Aid, funded programme. Since 2016, The geographical remit has expanded to the entire 36 districts of Punjab. PSDF has funded the skills training of almost 300,000+ underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

PSDF works closely and collaboratively with some of the largest international donors and organizations such as the **World Economic Forum, UNICEF, DFID-UK Aid, ILO, and World Bank**. Through its partnership with the World Economic Forum, PSDF has set up Parwaaz, National Accelerator on Closing the Skills Gap in Pakistan. Parwaaz (<https://parwaaz.com/>) is the most powerful skilling platform of Pakistan, with strong ties with the most influential business leaders across 6 large and high-growth sectors. PSDF also signed a partnership agreement with **UNICEF** as its Implementing Partner for executing a large-scale research project on Out-Of-School Adolescents.

At PSDF, our team strongly believes in PSDF's mission and purpose. We work in a **fast paced** and **challenging** environment, striving to provide innovative solutions to enhance **youth employment** and **entrepreneurship**. We need someone who believes in our purpose and can deliver at our pace with exceptional quality of work.

### How the role looks like



**i** Provide support to the Talent Acquisition, Employer Branding and HR Operations function to enable HR Recruitment and Services functional head to achieve HR strategic goals/objects.

**The primary job responsibilities for this role will be**

- Identify and source the best candidates for different positions and help and support in recruitment.
- Identify appropriate sourcing channels for all positions while maintaining a database and develop good professional relationships.
- Design and manage recruitment and selection processes (resume screening, screening calls, interviews etc.)
- Serve as a PSDF brand ambassador at various events, like career fairs or on-campus recruiting events.
- Represent the company internally and externally at events with a goal of networking and relationship building with potential candidate communities.
- Ensure that all recruitment related documentation is in compliance with approved recruitment policy and process.
- Proactively seek market intelligence to gain competitive advantage in attraction, assessment and sourcing methodologies.
- Suggest new ideas for improving talent acquisition activities.
- Ensure that employee related on boarding documentation and data is updated and in compliance with on boarding guidelines including orientation sessions.
- Multi-task on several initiatives tied to employer brand, including strategy, social media, and the latest employer branding campaigns.
- Act as a liaison between employer and employee, overseeing employee relations. This involves receiving and effectively handling employee complaints, escalating these complaints to the level of disciplinary action when necessary, updating employees with any changes in company policy, advising employees on the processes related to company policies, responds to employee violations of policy and generally helps to resolve conflict in the workplace.
- Manage employee exit management and comply with exit management process and guidelines.
- Ensure that all HR related data is maintained, updated and reported as per defined timelines in assigned domain.
- Any other task assigned by the supervisor for the assigned domain

**Are you the right fit for this job?**



**i To apply, you must have**

- **Bachelor's** Degree from a HEC recognized/accredited university. **Master's degree** will be preferred.
- At least **2-3 years** of relevant experience in reputed organizations.
- **Demonstrated experience** in areas of Talent Acquisition, Employer Branding and HR Operations.

**To perform effectively as Assistant Manager Research & Policy, the functional requirements are:**

- Experience in managing and continuously improving HR Recruitment processes in order to support business objectives.
- Knowledge and experience in Microsoft Office (Excel, Word and Power Point).
- Outstanding interpersonal skills.

- Initiative, ownership, creativity and passion.
- Strong profile searching, networking and assessment skills.
- Good communication skills (written and verbal)

**Behavioral and mindsets skills that will be most suited for the role:**

- Results driven and persistent to get the desired results and takes ownership of actions.
- Logical and organized thinker
- Innovative and tries new ways of doing things and push for their execution.
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work as one team by proactively extending support others to solve challenges.
- Demonstrate respect and fairness to all. Can put things in perspective and gauge all actions through merit and performance.



## What are we offering?

**i** PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development and **career growth** opportunities with the largest skills development fund in Pakistan.
- Experience a **professional** environment that believes in innovative solutions to addressing youth employment and entrepreneurship.
- Opportunity to **develop** and **execute innovative** approaches to skills development for Pakistan's youth.
- Hands on experience in **designing, managing, and publishing** results of highly diverse research projects in the field of youth employment, out of school children and skills for digital economy.

- Opportunities to **interact, learn** and **develop expertise** by actively working on large-scale donor funded projects. PSDF works closely and collaboratively with large international donors and organisations such as **World Economic Forum, UNICEF, DFID-UK Aid, ILO**, and **World Bank** as well as with the most influential business leaders of Pakistan through the Parwaaz platform <https://parwaaz.com/>.
- Opportunity to work as one team with the most talented, dynamic, and seasoned professionals in the Development Sector.
- Experience a progressive, transparent, and fair organizational culture.