

# Deputy Manager Human Resources & Organizational Development



Karachi Down Syndrome Program  
A company set up under section 42 of the Companies Ordinance, 1984.

## Responsibilities:

- Understand recruitment and hiring needs and ensure best talent acquisition.
- Coordinate with the departments to develop job descriptions.
- Assist in screening the candidates by shortlisting resumes as per job requirements and also conduct the recruitment interviews.
- Conduct and oversee a pleasant onboarding experience for new hires, and the same for off boarding.
- Attend to, and understand employee grievances and offer support for implementing corrective measures.
- Conduct exit interviews to identify reasons for employee termination or separation.
- Identify learning needs in accordance with organizational objectives and plan training sessions accordingly.
- Meetings with supervisors to identify high performing individuals and create retention plans.
- Develop and execute 360 degree performance appraisal systems.
- Ensure a system of compensation and benefits is in place. Also establish a system of rewards and recognition for all the departments.
- Develop an employer branding and visibility plan for KDSP and work with the awareness team to enhance KDSP's image as an employer.
- Ensure employee engagement by conducting regular check ins.
- Create yearly HR budgets with the help of the lead, and ensure balance throughout the year
- Manage employee relations and create a culture of safe space.
- Any other task as assigned by the management.

## Requirements:

- Minimum Bachelor's degree (preferably in Human Resources) from an HEC recognized institute.
- 2-3 years of relevant work experience.
- Excellent analytical skills.
- Excellent written and verbal communication skills.
- Strong organizing skills.
- Must have a "can do approach".
- Excellent with networking/building relationships with the people.
- Demonstrated ability to work well independently and as part of team.

To apply, please email your resume at [jobs@kdsp.org.pk](mailto:jobs@kdsp.org.pk)  
Please mention the position title in the subject line.



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41/E/1, Block 6, PECHS, Karachi



021-34315377, 021-34395377,  
0334-3355377