



**USAID**  
FROM THE AMERICAN PEOPLE



**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

**Document No:**  
MSDP-JD-  
ADHRA-21

**Issue No:**  
02

### Job Description of Assistant Director Human Resource Development

**Issue Date:**  
Feb, 2017

<b>Job Title</b>	Assistant Director Human Resource Development	<b>Department / Division</b>	Reforms/ Human Resource
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 17
<b>Reporting to</b>	Deputy Director HR	<b>Reporting Positions</b>	Subordinate Staff
<b>Terms of Service</b>	Contract		

### 1.0. Statement of Position

The Assistant Director HRD will work under the direct supervision of Deputy Director Human Resource and will assist in the Program's Administration and HR Functions for Sindh MSDP. The position will be responsible for developing, strengthening and implementation of effective administrative support systems and comprehensive human resource services within the program to ensure that work carry out in smooth and effective manners.

### 2.0. Duties and Responsibilities

The duties and responsibilities of the AD HRD are as follow:

- 2.1. Assist Deputy Director HR in development and implementation of personnel policies and procedures; maintains Sindh MSDP HR policies and procedures manual.
- 2.2. Study the functions of the Provincial Government Departments and Sindh MSDP implemented district Municipal Administration.
- 2.3. Working closely with other departments, increasingly in a consultancy role, assisting line supervisors to understand and implement policies and procedures;
- 2.4. Conducts recruitment effort for Sindh MSDP as per set criteria in HR Manual; conducts new-employee orientations; monitors career pathing program, writes and places advertisements.
- 2.5. Handles employee relations counseling, outplacement counseling, and exit interviewing.
- 2.6. Facilitate in improving and upgrading the Personnel Information System of the Sindh MSDP.

- 2.7. Administers compensation program; monitors performance evaluation program and revises as necessary
- 2.8. Identifying training and development needs within Program through job analysis, appraisal management and regular consultation with Deputy Directors and human resources unit.
- 2.9. Designing and developing training and development programs based on both the Sindh MSDP's and the individual's needs.
- 2.10. Dealing with grievances and implementing disciplinary procedures.
- 2.11. Developing with line supervisors HR planning strategies which consider immediate and long-term staff requirements.
- 2.12. Development interventions for gender sensitivities and perspective based on guidance from USAID, Pakistan Office.
- 2.13. Review and analyse the accurate Job Descriptions.
- 2.14. To generate probationary period evaluation reports.
- 2.15. Responsible for making Monthly and Quarterly Reports about HRD activities to Donor.
- 2.16. Maintain the program's compensation and performance appraisal system to ensure fair and equitable rewards.
- 2.17. Assess employee performance and report any gaps between expectations and outputs.

### **3.0. Additional Job Functions**

The AD HRD exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Deputy Director HR, and shall be responsible for prompt and proper implementation of his instructions.

### **4.0. Preferred Qualification and Experience**

- MBA/MPA or equivalent in relevant field from reputed University recognized by HEC.
- Experience of working in donor funded capacity building program shall be preferred.
- Minimum 5 years or more work experience in a reputed organization at the same position to implement HR system.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

### **5.0. Knowledge and Skills**

- Ability to implement HR functions within Sindh MSDP.
- Knowledge of HR concepts and processes to utilize the manpower and application in achieving organizational goals, policies and procedures.

- Ability to formulate and implement HR policies and procedures within MSDP and arrive jointly at decisions, conclusions and solutions.
- Strong communication, report writing and computer skills.
- Good English language and computer proficiency skills are highly desirable.

### 6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	<b>Name</b>	<b>Designation</b>	<b>Signature with date</b>
<b>Issued By</b>			
<b>Reviewed by</b>			
<b>Approved By</b>			