



## VACANCY ANNOUNCEMENT

The Competition Commission of Pakistan (CCP) invites applications from dynamic, proactive and experienced professionals for the position of Human Resource Specialist to join its HR team. The ideal candidate must be detail-oriented, well-versed in HR practices, and capable of handling diverse HR functions in a regulatory environment. The detail of the position is as follows;

**Position: Human Resource Specialist**

**Age limit: Max 45**

**No. of Positions: 1**

### Academic Qualification:

Master's degree in Human Resource Management / Administration, Public Administration, Business Administration, Law or a related Field from HEC recognized local or foreign university.

### Professional Experience:

- Minimum 7-10 years of progressive HR experience in a public or private sector organization with at least 5 years' experience in managerial and leadership role.
- Proficiency in HR-related Softwares, Data Analysis, MS Office Suite and Modern Digital Tools.
- Knowledge of 360-degree performance evaluation frame work and practices.
- Strong written and verbal communication skills.
- Excellent organizational, interpersonal, and multitasking abilities.
- Knowledge of Government rules and procedures related to HR (e.g., Civil Servants (E&D) Rules, EstaCode, etc.).

### Key Responsibilities:

- Develop, implement and enforce HR strategies, policies and procedures and ensure compliance.
- Manage organizational changes related to HR policies, procedures and initiatives.
- Manage recruitment and selection processes including job postings, screening, interviews, and onboarding.
- Manage training, development, and employee engagement activities.
- Manage employee relations issues, such as grievances, disciplinary actions, conflict resolutions etc.
- Develop and implement performance evaluation and appraisal systems.
- Oversee the administration of the employee benefits, compensation, etc.
- Ensure Maintenance and update of employee records and HR databases.
- Manage the overall operations of the HR Department including budgeting, resource allocation and performance monitoring.
- Manage HR-related correspondence, memos, and documentation.
- Prepare reports for Senior Management on HR matrices and other topics as and when required.

### General Terms and Conditions:

- The appointment will be made on contract basis, for a period of two (02) years further extendable, subject to satisfactory performance.
- The candidate possessing the requisite qualification, experience and age may apply. Only shortlisted candidates based on qualification and experience will be called for the interview and no TA/DA will be given to the candidates to appear in the test/interview.
- General age relaxation of 5 years in upper age limit would be granted as admissible under the rules.
- Government employees may apply through proper channel after getting NOC from the parent department.
- The Commission being an equal opportunity employer offers competitive packages with excellent benefits.
- Applications that are incomplete or received after the due date will not be considered.
- Selection will be purely on merit. Any attempt to cause undue influence on the selection process will lead to the applicant to be disqualified immediately.
- The Commission reserves the right to accept, reject the applications or postpone the appointment process as permissible under the applicable rule.

### HOW TO APPLY

Interested candidates meeting the requisite qualification/experience/skills criteria for the mentioned posts may apply online at [www.cc.gov.pk](http://www.cc.gov.pk). Applications must be submitted online with in fifteen (15) days of publication of advertisement.

### Deputy Director (HR)

Competition Commission of Pakistan, 051-9100260-3