



House Building Finance Company Limited

Excellent Career Opportunity

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing solutions to the low and low-middle income groups of population. The Company operates through its deep rooted and national footprint of 51 branches across the country. As part of organizational transformation and to strengthen human resource base, HBFC is looking for high caliber and dynamic professionals for the following contractual positions, based in Karachi:

- 1. Assistant Vice President - HR Development**
- 2. Manager - Organizational Development**

For job description of above positions, please visit HBFC website.

Eligibility Criteria

Qualification: Master's/Bachelor's Degree (16 years of education) in the field of Human Resource, Business/ Public Administration or relevant field from HEC recognized institutions. Candidates having certification in HR from renowned institutions will be preferred.

Age & Experience: As on last date of submission of application:

Position	Age (Max)	Relevant Experience (Min)
AVP	40 years	8 years
Manager	35 years	4 years

Eligibility criteria may be relaxed in case a candidate possesses exceptional qualification and experience.

Competencies

- Excellent communication, presentation & interpersonal skills.
- Strong analytical and research skills.
- Proficient in MS Office
- Hands-on OD experience.

Compensation

Market-based compensation package commensurate with qualification and experience will be offered to the selected candidate.

Application Procedure

Interested candidates meeting the eligibility criteria may send their detailed CV along with covering letter, copy of CNIC and recent photograph to the address given below. Existing HBFC employees who meet the relevant eligibility criteria may also apply for the said position.

Application Deadline: February 12, 2019

Please mark the envelope with the position applied for. Only short listed candidates will be contacted. Incomplete / delayed applications or sent through e-mail will not be entertained. Female candidates are encouraged to apply.

Misinformation and any attempt to influence the selection process will be considered a definite disqualification at any stage of the process for current as well as for all future recruitments in HBFC, even if the candidate is otherwise qualified.

Head of HRD



House Building Finance Company Limited
 Head Office: 3rd Floor, Block-C, Finance & Trade
 Center, Shahrah-e-Faisal, Karachi.
 Tel: 021-35641719

PID(K)0000/18

“SAY NO TO DRUGS”

Note: For Job description/responsibilities please see next page

Job Responsibilities

A. Assistant Vice President – HR Development

1. Develop and implement human resource strategies in line with Company's business plan.
2. Review and develop human resource policies for effective management of human resource matters in accordance with applicable rules and laws.
3. Design performance management programs that drive a high performance culture and manage the performance review process.
4. Direct the process of employees' promotions process and approval of performance related rewards.
5. Develop HR Plan in accordance with business needs and direct recruitment and selection processes through a competitive process.
6. Develop training plans for employees.
7. Implement market-based compensation structure to support business performance.
8. Review disciplinary action policy and suggest improvements.

B. Manager – Organization Development

1. Partnering in the process of development of human resource strategies and execute implementation process.
2. Manage the process of performance evaluation and performance related rewards.
3. Design job advertisement and execute various recruitment drives.
4. Conduct training need assessment and organize in house and external training program.
5. Evaluate the effectiveness of training program.
6. Review and update employees Job Descriptions.
7. Keep abreast with compensation and benefits practices prevalent in the market and assist in the process of revision of compensation structure.
8. Manage cordial working relationship with HR Consultants on various consultancy services.