



## Admin & HR Internee

### 2 Positions

#### Background:

Development Impact Solutions (SMC-Pvt) Ltd – DIS - is registered with the Security Exchange Commission of Pakistan (SECP). The DIS offers innovative solutions to the development challenges and assists government bodies, private sector, and workers and civil society organization for the realization of labour rights and human rights as enshrined in the Constitution of Pakistan. DIS carried out an innovative project “Linking Brick Kiln Women Workers with Formal Health Care System” in rural area of District Lahore, Punjab. Based on successful results during the pilot stage, this project has now being scaled up in District Lahore and District Rawalpindi. The project will continue to work closely with the relevant provincial line departments, private sector (brick kiln employers) and workers to improve health seeking behaviour of brick kiln women workers. This project is funded by Department for International Development (DFID) through Health and Nutrition Innovation Fund (HANIF) Project managed by Palladium Pakistan (Pvt) Ltd. Under this project DIS intends to hire the services of two Admin & HR Internee based in Islamabad.

#### Advertised on

7 June, 2017

#### Closing Date

14 June, 2017

#### Location

Position is based in Islamabad

#### Status:

Internee (Un-paid)

#### Duration

3 Months

#### Reports to:

Admin & Logistic Officer

#### Department:

Administration

#### Over all

#### Responsibilities:

The Internee is responsible for providing support in the various human resources functions at main office Islamabad, which include recruitment, staffing, attendance, performance monitoring, employee counseling, payroll, leave records etc. .

#### Specific

#### Responsibilities:

- Schedule and organize interviews
- Conduct reference checks of selected candidate.
- Provides payroll information by collecting time and attendance records.
- Ensuring attendance, maintaining Time Sheets / Leave Records / Recruitment & Personal files and updating monthly HR directory
- Welcomes new employees to the organization and arranging their orientation.
- Maintains employee information by entering and updating employment and status-change record.

- Assist in the preparation of contract letters for newly hired staff / consultants and ensure their timely submission to RP for approval.
- Conduct exit interviews for leavers and assist them with clearance and exit formalities.
- Ensuring a proper and efficient staff attendance system.
- Assisting in a wide variety of administrative duties, including preparing presentation materials, creating and maintaining volunteer records, reports, event/room bookings, submitting expenses, and any other related tasks.

**Skills, experiences  
qualifications**

Ideal candidate should have:

- Fresh Candidate having in Bachelors/Masters in Business administration
- Excellent computer skills (MS-Office).
- Sociable, flexible and problem solver.
- Prior experience of and an ability to work in stressful conditions.
- Proven ability of English Writing Skills.

**How to apply:**

To apply for this role please forward your CV, covering letter, outlining your skills and experience [humanresource.dis@gmail.com](mailto:humanresource.dis@gmail.com) by June 14, 2017. Three Months Internship certificate will be issued after completion of Internship.

**Important:** Please reference “**Admin & HR Internee**” in the subject line of email. DIS sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. No phone calls please.

DIS is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for facilitation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.