



**PUNJAB PUBLIC SERVICE COMMISSION**  
**7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.**

**JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR HR & ADMIN**

**(CASE NO. 34H-2021)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Manage the recruitment and selection process.
2. Bridge between management and employee relations by addressing demands, grievances or other issues.
3. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
4. Oversee and supervise a performance appraisal system.
5. Supervise pay plan and benefits program.
6. Assess training needs to apply and monitor training programs.
7. Report to management and provide decision support through HR metrics
8. Ensure legal compliance throughout human resource management
9. Supervising day-to-day operations of the administrative department and staff members.
10. Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
11. Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

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