Human Resources Officer, Pakistan

Starting Date: As soon as possible, no later than 28.08.2023
Contract type: Permanent
Salary: Competitive salary commensurate with experience
Location: Lahore, Pakistan
Application closing date: 19.07.2023

About Better Cotton
Better Cotton is the world’s largest cotton sustainability programme. Our mission is to help cotton communities survive and thrive, while protecting and restoring the environment. Better Cotton currently has offices in China, India, Mozambique, Pakistan, Switzerland and UK, as well as staff based in Brazil, Burkina Faso, Ivory Coast, Kenya, Mali, Netherlands, Sweden, Turkey, the Unites States and Uzbekistan.

Better Cotton in Pakistan is working under a service level agreement with Better Cotton Global.

Why join us
In challenging times, we are meeting the challenge head on. Better Cotton includes more than 200 individuals from diverse cultures, countries and backgrounds. Through our network of field-level partners a quarter of the world’s cotton is now grown under the Better Cotton Standard. We have united the industry’s stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role
We are thrilled to offer an exciting opportunity for a talented HR professional to join our organisation as a Human Resources Officer. At our company, we are committed to promoting sustainable practices, and one of our key focuses is on supporting the Better Cotton Initiative.

As an HR Officer, you will play a crucial role in driving this initiative forward and making a positive impact on both our company and the global textile industry. If you are passionate about sustainability, possess strong HR skills, and want to contribute to a greener future, we invite you to join our team.

You will report to the Senior HR Senior Country Coordinator and will provide support to the Human Resources department and the management in implementing the policies and procedures, learning and development plan, calendar, recruitments to initiate and HRIS.
Key Responsibilities

- Be the first point of contact for all day-to-day HR administration inquiries in Pakistan;
- Provide administrative and strategic support to ensure that HR works in compliance with the appropriate country legal and regulatory framework;
- Supporting the development and implementation of HR initiatives and systems;
- Policies and projects to support with;
- Be actively involved in recruitments by preparing job descriptions, posting job adverts on different platforms and managing the hiring process;
- Create and implement effective onboarding plans in coordination with the line manager;
- Support with data collection and various HR stats and reports, per need;
- Support with HR minutes, investigations and contribute to HR projects;
- Develop training and development programs in coordination with the line manager;
- Updates physical and digital copies of employee records in line with global HR policy and country laws;
- Perform routine archiving, scanning and copies for records, and transcripts as per needs and per record retention policy;
- Preparation and administration of contractual letters and notifications such as probationary period notifications, extensions, re-designations, increments, reference letters, and issuance of experience certificates at the time of separation from employment;
- Liaise with government departments on social contributions and needed payments/submissions by BCI Pakistan entity (EOBI, etc) per law requirements;
- Support HR Senior Country Coordinator on other compliance requirements per BC global HR and in-country laws;
- Ensuring employee health and safety as per BC policies;
- Support administration of employment contracts and follow-ups;
- Support the Senior HR Coordinator on internal communications for the Pakistan team;
- Arrange conferences, trainings, workshops as per departmental needs;
- Work on trainings and capacity building initiatives for the Country team as per guidance from the line manager;
- Support the Senior HR Country Coordinator and team on any other specific projects/requirements, as per need.

Beyond these specific responsibilities, the Human Resources Officer is expected to collaborate with the Better Cotton Pakistan and the global team as and when required under the guidance of the Senior HR Country Coordinator.

What we offer

- Competitive salary
- Flexible working
- Continuous learning and development
- 25 days paid annual leave, plus 9 Bank Holidays and a further 3 days discretionary leaves
- Maternity/paternity leaves
- OPD & IPD coverage
- Life insurance
- A warm, positive working environment where everyone is value
The opportunity to make your mark and make a difference.

We are looking for someone who is having

**Skills, Knowledge and Experience**

**Essential**
- Graduate level degree preferably in Human Resources, Social Sciences or a related discipline with a minimum of three (3) years of relevant experience.
- Experienced in supporting HR related processes/programs,
- Knowledgeable of employment law and other government compliance regulations in Pakistan.
- Resourceful and proactive and a problem-solver.
- Professional, compassionate and discrete.
- Able to work accurately and efficiently as part of a team.
- Familiarity with e-learning platforms and practices and HRIS.

**Desirable**
- Experience working in culturally diverse and dispersed organisations.
- Experience working in both not-for-profit and profit-making organisations.
- Excellent communication and writing skills. Knowledge of MS Office.
- Proficient use of ICT tools and data management systems;
- Good knowledge of HRIS systems and processes;

**Apply now**

Please send us by or before 19.07.2023 a detailed CV in English and a brief cover letter (2 pages maximum) via this link. In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton.

**Additional info**

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

Better Cotton has a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Better Cotton is currently unable to provide sponsorship for any work visas, so you need to have work rights in the country where the position is based at.