

People & Culture Officer- Pakistan (Re-advert)

Starting Date: ASAP

Contract type: Full-time and open-ended

Salary: Commensurate with relevant experience and skills and as per respective grade

Location: Lahore, Pakistan

Application closing date: 26.06.2024 (Applications to be reviewed on rolling basis)

About the Job

We are thrilled to offer an exciting opportunity for a talented HR professional to join our organisation as a People & Culture 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 a People & Culture 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 People & Culture Coordinator and will provide support to the People & Culture department and the management in implementing the policies and procedures, learning and development plan, calendar, recruitments to initiate and HRIS.

Your role and 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 People & Culture works in compliance with the appropriate country legal and regulatory framework
- Supporting the development and implementation of People & Culture 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 People & Culture stats and reports, per need;
- Support with People & Culture minutes, investigations and contribute to People & Culture projects;
- Develop training and development programs in coordination with the line manager;
- Updates physical and digital copies of employee records in line with global People & Culture 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 Senior People & Culture Coordinator on other compliance requirements per BC global People & Culture and in-country laws;
- Ensuring employee health and safety as per BC policies;
- Support administration of employment contracts and follow-ups;
- Support the Senior People & Culture 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 People & Culture Coordinator and team on any other specific projects/requirements, as per need.

Beyond these specific responsibilities, the People & Culture Officer is expected to collaborate with the Better Cotton Pakistan and the global team as and when required under the guidance of the Senior People & Culture Coordinator.

We are looking for someone who is having

the following 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.

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;
- Familiarity with e-learning platforms and practices and HRIS.

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.

Working arrangements

The position is full-time (40 hours per week) and will be based in Lahore, Pakistan.

Apply now

Send us your CV (2 pages maximum) and a brief cover letter (1-page maximum) by or before **26.06.2024**. Applications will be reviewed on rolling basis.

<https://forms.monday.com/forms/1fd622a37342e98f678958e570d5bb42?r=use1>

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory,

you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. 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.

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

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have 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.