

JOB ADVERTISEMENT

Established in 2011, Integrated Social Services Program (ISSP) is a registered Pakistani non-profit organization dedicated to build a sustainable, resilient, and equitable society. Operating primarily in **Khyber Pakhtunkhwa**, ISSP delivers community-driven projects in WASH, Livelihoods, Health, Housing/Shelter, Education, Climate Resilience, Child Protection and Economic Empowerment. The organization focuses on uplifting vulnerable groups and empowering women without discrimination. ISSP partners with national and international donors, including Muslim Charity (UK), UNHCR, ACTED, and HOPE'87, to deliver community-focused development and humanitarian programs across Khyber Pakhtunkhwa and beyond.

JOB DETAILS

Job title	HR Assistant
Gender Requirement	Female only
Job Location	Peshawar
Job type	Full time – First shift
Minimum Education	Bachelors/Master Degree in Human Resource Management
Career Level	Minimum 1 – 2 years of relevant experience in Human Resource Management, preferably with an NGO/INGO or development sector organization.

POSITION SUMMARY

The HR Assistant will support the Human Resources department in the day-to-day administration of HR functions, including recruitment support, employee records management, attendance and leave tracking, onboarding/offboarding coordination, and compliance documentation. The role requires close coordination with program and operations teams to ensure HR processes are implemented accurately, confidentially, and in line with ISSP policies and donor requirements.

KEY RESPONSIBILITIES / TERMS OF REFERENCE

1. Recruitment & Onboarding Support

- ⇒ Assist & support in posting vacancy announcements on relevant job portals, social media, and partner networks.
- ⇒ Support screening of applications/CVs against job criteria and maintain candidate tracking sheets accordingly.
- ⇒ Coordinate interview scheduling, communication with candidates, and logistics for test/interview panels.
- ⇒ Conduct reference and background checks for shortlisted candidates as directed.
- ⇒ Prepare offer letters, employment contracts, and onboarding packs for new hires.
- ⇒ Facilitate new employee orientation and ensure completion of onboarding checklists.

2. Employee Records & HRIS Management

- ⇒ Maintain accurate and up-to-date personnel files (hard copy and digital) in compliance with ISSP and donor confidentiality standards.
- ⇒ Update and manage the HR database/HRIS with employee information, contract status, and benefit records.
- ⇒ Track probation periods, contract renewal/expiry dates, and notify HR Officer of upcoming actions.
- ⇒ Ensure all employee documentation (CNIC, certificates, contracts, NOCs, etc.) is complete and properly filed.

3. Attendance, Leave & Payroll Support

- ⇒ Monitor and consolidate daily attendance, leave requests, and timesheets from all field offices/staff and head office.
- ⇒ Maintain leave balances and flag discrepancies to the HR Officer.
- ⇒ Support the HR Officer in compiling payroll-related inputs (attendance, leave, deductions) for Finance unit for further proceedings.

4. Policy Compliance & Reporting

- ⇒ Support implementation of HR policies, including the Code of Conduct, Safeguarding, and Anti-Harassment policies.
- ⇒ Assist in organizing staff briefings/refreshers on HR policies, safeguarding, and PSEA.
- ⇒ Prepare periodic HR reports/trackers (headcount, turnover, recruitment status) for management and donor reporting as required.
- ⇒ Support internal and external HR/compliance audits by organizing requested documentation.

5. Employee Relations & General Administration

- ⇒ Serve as a first point of contact for staff queries related to HR policies, leave, benefits, gender, safeguarding and code of conduct.
- ⇒ Support coordination of performance appraisal processes, including tracking submission timelines.
- ⇒ Assist in organizing staff engagement activities, training sessions, and capacity-building events.
- ⇒ Support exit formalities, including clearance forms, exit interviews, and final settlement documentation.
- ⇒ Perform any other HR/administrative duties assigned by the HR Officer/Manager HR & Admin.

Safeguarding & Code of Conduct

ISSP is committed to safeguarding the rights and dignity of all individuals, particularly children and vulnerable groups, and maintains a zero-tolerance policy toward sexual exploitation, abuse, and harassment (PSEA). The HR Assistant will be required to sign and adhere to ISSP's Code of Conduct, Safeguarding Policy, and Anti-Harassment Policy, and to complete all mandatory safeguarding training.

Qualification and Experience Requirements

- ⇒ Bachelor's/Master's degree in Human Resource Management.
- ⇒ Minimum 1 – 2 years of experience in Human Resource Management, preferably with an NGO/INGO or development sector organization.

Skills and Competencies

- ⇒ Strong organizational skills with high attention to detail and accuracy.
- ⇒ Proficiency in MS Office (Word, Excel, PowerPoint, Outlook); familiarity with HRIS/database systems preferred.
- ⇒ Good written and verbal communication skills in English and Urdu; Pashto is an advantage.
- ⇒ Ability to handle confidential information with discretion and professionalism.
- ⇒ Strong interpersonal skills and ability to work collaboratively across teams.
- ⇒ Ability to manage multiple tasks and meet deadlines under minimal supervision.

HOW TO APPLY

Interested candidates may send their CVs via email; career.issp@gmail.com but no later than **18th September, 2026**. Please mention the position title in the subject line of your email.

ISSP is an equal opportunity employer. Persons with disabilities, and candidates from marginalized communities are strongly encouraged to apply.