

National Compliance Centre (NCC) First Phase, Job Descriptions (JDs)

Job Description for Thematic Expert – Human Rights & Labour Rights

Equivalent to PPS-8

1. Lead the development and implementation of programs related to human rights & labour rights at enterprise level.
2. Support alignment of sectoral industries/SMEs in human rights & labour rights principles with the national and international legislations.
3. Collaborate with industrial stakeholders to integrate human rights and laws into organizational practices on health & safety, inclusivity, social benefits, and any other issues pertaining to human rights and labour rights.
4. Conduct risk assessments, develop and implement strategies to mitigate risks and promote a safe working environment at enterprise level.
5. Collaborate with departments to address issues affecting human rights & labour rights compliances.
6. Build and maintain relationships with external stakeholders, NGOs and human rights organizations to remain updated on new interventions in human rights & labour rights regulations and support enterprises in attaining compliance certifications.
7. Develop Compliance SOPs, and deliver training programs to the concerned stakeholders on the subject theme. Promote awareness of human rights & labour right issues and provide guidance on best practices in different sectors particularly to SMEs.
8. Collaborate with auditors on assessments, and develop monitoring mechanisms with the concerned stakeholders to track compliance with human rights and labour rights standards.
9. Perform any other tasks and duties as assigned by Ministry of Commerce.

Education: Master's degree in Human Rights, Administrative Sciences, Business Administration or related field e.g. Supply Chain Management, International Trade from National or International HEC recognized university with in-depth knowledge of international labour law principles.

Experience: The expert shall have command on / experience in program management with a focus on human rights & labour laws having a minimum of 5-year specialised working experience and an overall experience of at least 07 years. Previous work at international level and knowledge of international best practices would be an advantage.

Additional Requirements:

- Must be able to work individually, in team or lead a group of team members.
- In-depth knowledge and certification/s of international human rights principles and labour laws
- Strong IT skills in Microsoft Office, Presentation tools, Data analysis and report writing
- Strong oral communication and written skills, negotiation and interpersonal skills
- Fluency in oral and written English and Urdu is a must. Fluency in local languages will be of an additional benefit.

Job Description for Thematic Expert – Productivity & Quality Assurance

Equivalent to PPS-8

1. Lead the development and implementation of programs related to quality assurance and ensure alignment with quality assurance standards, quality management systems and productivity through lean processes, industrial engineering interventions across the value chain of business sectors to make them competitive as per sustainability framework.
2. Collaborate with stakeholders and departments to address quality assurance & productivity related issues and/ or violations.
3. Provide support to the sectors in the development and implementation of quality assurance systems, conduct audits and assessment related to quality assurance requirements as per the global standards.
4. Build and maintain relationships with external stakeholders, NGOs and other organizations working on this subject.
5. Deliver awareness & training programs on productivity, quality assurance & control, lean processes and no waste strategies in the value chains. The required mitigation and adaptation measures to prepare the sectors for sustainable and responsible business, through best practices.
6. Develop quality related SOPs, centralised monitoring mechanism to support business sectors to track compliance in accordance with systems and standards defined by regulatory bodies and support enterprises in attaining compliance certifications.
7. Perform any other tasks and duties as assigned by Ministry of Commerce.

Education: Master's degree in Industrial Engineering/Management, Quality Management, MBA, Supply Chain Management, or Economics related field from National or International HEC recognized university with in-depth knowledge of manufacturing processes and quality standards.

Experience: The expert shall have command on / experience in quality assurance or related field with a minimum of 5-year specialised working experience and an overall experience of at least 07 years. Previous work at international level and knowledge of international best practices would be an advantage.

Additional Requirements:

- Must be able to work individually, in team or lead a group of team members.
- In-depth knowledge of quality management systems and certification/s of quality assurance best practices in various sectors.
- Strong IT skills in Microsoft Office, Presentation tools, Data analysis and report writing
- Strong oral communication and written skills, negotiation and interpersonal skills
- Fluency in oral and written English and Urdu is a must. Fluency in local languages will be of an additional benefit.

Job Description for Research Associates

Equivalent to PPS-6

1. To plan and conduct research about various industries, sectors, individual companies, markets; both domestic and international, which can benefit from initiatives of National Compliance Centre (NCC)
2. Identify gaps in domestic legislation from a compliance, quality, sustainability and best practices perspective.
3. Extract data from international and local reputed sources and develop customized reports.
4. Provide data required for routine work and analysis of NCC meetings or working groups thereof.
5. Develop data driven analysis on various sectors of Pakistan economy in domestic and/ or international trade.
6. Study and develop reports on economic dividends attributable to implementation of international agreements relating to compliances.
7. Support the NCC in collecting data for conducting researches under the overall guidance of Head of Compliance and Thematic Experts.
8. Compiling minutes of meetings and keep custody of other official record.
9. Perform any other tasks and duties as assigned by Ministry of Commerce.

Education & Experience: Minimum experience of 03 years with Bachelor's or Master's degree in Economics, Business Administration, Law, Commerce, Finance, Environmental Science, Chemical Engineering, Computer Science, Information Technology, Human Rights, Labour Relations, Supply Chain Management or related field and the ability to distil large amounts of data and communicate and present it effectively.

Additional Requirements:

- Must be able to work individually, in team or lead a group of team members.
- Command in data extraction, providing cross-sectoral analysis thereof and presentation of same from policy making point-of-view to a senior audience.
- Strong leadership, organizational, communication, interpersonal and problem-solving skills
- Strong IT skills in Microsoft Office, Presentation tools, Data analysis and report writing
- Strong oral communication and written skills, negotiation and interpersonal skills.
- Fluency in oral and written English and Urdu is a must. Fluency in local languages will be of an additional benefit.

**Job Description: Administrative Officer (HR & Admin. and Accounts)
Equivalent to PPS-7**

Job Summary:

The Assistant Manager (HR & Admin, and Finance) will be responsible for overseeing and supporting the human resources, administrative, and financial operations of the organization. This role will require a strong understanding of HR best practices, administrative procedures, and financial management principles.

Key Responsibilities:

Human Resources:

- Recruit, select, and on board new employees
- Manage employee relations, including performance reviews, disciplinary actions, and conflict resolution
- Develop and implement HR policies and procedures
- Administer employee benefits and compensation programs
- Ensure compliance with labour laws and regulations

Administration:

- Oversee general office administration, including facilities management, procurement, and logistics
- Manage vendor relationships and contracts
- Coordinate travel arrangements and events
- Maintain accurate records and documentation

Finance:

- Prepare and analyze financial reports and statements
- Assist with budgeting and financial planning
- Manage accounts payable and receivable
- Monitor cash flow and ensure financial stability
- Ensure compliance with financial regulations

Qualifications:

- Bachelor's or Master's degree in Commerce, HRM, Information Technology, Business Administration, Operations Management, or related field from National or International HEC recognized university. Experience in support services in HR, office administration, accounts, office documentation and reporting.

Experience:

- 03-05 years of experience in HR, administration, or finance
- Strong understanding of HR best practices, administrative procedures, and financial management principles
- IT management skills
- Excellent organizational and time management skills

- Experience the government organization will be an advantage
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office Suite and HR management software
- Ability to work independently and as part of a team

Additional Skills (Preferred):

- Experience with payroll processing
- Knowledge of accounting principles and practices
- Experience with HRIS systems

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