



WOMEN MEDICAL & DENTAL COLLEGE ABBOTTABAD

Job Title: HR Officer

Location: Jinnah International Hospital, Abbottabad

Reports To: Administrator, JIHA

Liaison With: HR Manager, Women Medical & Dental College, Abbottabad

Qualification: 16 years of education in Human Resource Management or related discipline from a recognized university

Experience: Minimum 3 years of relevant HR experience, **preferably in healthcare institutions.**

Job Summary:

The HR Officer will assist in the effective management and implementation of human resource policies, procedures, and programs at Jinnah International Hospital Abbottabad. The role involves handling day-to-day HR operations including recruitment, employee relations, performance management, and personnel record-keeping while ensuring compliance with institutional policies and labor laws. The HR Officer will maintain close coordination with the HR Department of Women Medical & Dental College, Abbottabad, to align HR practices and standards.

Key Responsibilities:

- Assist in the implementation of HR policies and procedures in alignment with hospital standards.
- Coordinate recruitment, selection, and onboarding processes for all categories of staff.
- Maintain accurate employee records, including attendance, leave, performance, and training data.
- Support employee engagement and welfare initiatives to promote a positive work environment.
- Facilitate performance appraisal processes and ensure timely documentation and feedback follow-up.
- Ensure compliance with applicable labor laws, institutional policies, and regulatory requirements.
- Assist in payroll coordination, benefits administration, and personnel file management.

- Handle employee queries, grievances, and disciplinary matters with professionalism and confidentiality.
 - Responsible for faculty registration of teaching faculty & PM&DC full license.
 - Coordinate with the HR Manager of Women Medical & Dental College on shared HR functions, training, and compliance initiatives.
 - Prepare HR reports and assist in audits and inspections as required.
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Required Skills and Competencies:

- Strong understanding of HR policies, labor laws, and HR best practices.
 - Excellent interpersonal, communication, and organizational skills.
 - Proficiency in MS Office and HR information systems.
 - Ability to maintain confidentiality and handle sensitive information.
 - Strong problem-solving and decision-making abilities.
 - Experience in healthcare HR operations will be an added advantage.
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Employment Type: Full-time

Salary: Commensurate with qualifications and experience