



# Higher Education Regulatory Authority

## Government of Khyber Pakhtunkhwa



### Hiring of HR Officer

HERA-KP is currently seeking a HR OFFICER to join our dynamic team. The ideal candidate will be an enthusiastic and driven professional who is ready to take on new challenges and contribute to our mandate and objectives.

Position	Experience	Education	Skills
HR Officer	Fresh Graduate	Bachelors in Business Administration (Human Resource)	<ul style="list-style-type: none"><li>• Excellent communication and organizational skills.</li><li>• Ability to mediate and resolve conflicts within the workplace.</li><li>• Creating job descriptions and evaluating resumes.</li><li>• Must manage paperwork, documentation, and scheduling.</li><li>• Understanding of GoKP employment laws and regulations is essential.</li><li>• Basic MS office skill.</li></ul>

### GENERAL TERMS AND CONDITIONS:

- Interested Candidates should submit their applications along CVs, attested copies of their academic degrees & certificates and other relevant documents including two photographs within 15 days of the publication of this advertisement (**15<sup>th</sup> May 2022**).
- **Applications in hard should be addressed to Chairman, Higher Education Regulatory Authority, 46/A, Sector B-2, Phase 5, Hayatabad, Peshawar.**
- **Candidates may also submit their applications in soft through Email: [hr@herakp.gov.pk](mailto:hr@herakp.gov.pk)**
- Only Shortlisted candidates would be called for interview.
- Shortlisted candidates should bring original documents on the days of Test / Interview.
- The competent authority reserves the right to cancel/reject any or all applications or not to fill the advertised position.
- **By hand applications would not be accepted.**
- **No TA/DA will be paid for the Test / Interview**