



DEFENCE HOUSING AUTHORITY
PESHAWAR

JOB OPPORTUNITIES

- DHA Peshawar is looking for experienced and qualified Male staff for the following post on contract basis. Desirous individuals should send their CVs through given email, latest by **30 Aug 2026**.

Position	BPS	Qualification	Experience / Job Description
Assistant Manager HR / Admin	16	Bachelor's / Master's Degree in HR, Business Administration, or equivalent	• Minimum of 05 Years relevant experience in HR / Administration, with strong experience in HR operations and personnel management. • Strong communication, coordination, drafting and record-management skills. • Sound understanding of recruitment, employee records, leave, payroll coordination and HR policies/SOPs. • Ability to prepare reports, presentations, minute sheets and official correspondence. • Proficiency in MS Office and HR-related data/record management. <u>Job Description</u> • Ensure smooth functioning of the HR/Admin Branch, including coordination with other departments, workflow distribution and task completion. • Manage leave encashment cases and maintain the central leave record database, ensuring timely verification and updating of leave balances. • Monitor procurement, issuance and consumption of stationery across departments and maintain optimal inventory levels. • Process, verify and maintain records of employee loans and advances in accordance with applicable policies. • Coordinate employee health and life insurance matters, including policy renewals, claims and employee enrolments. • Manage recruitment advertisements, candidate longlisting/shortlisting, tests and interviews. • Facilitate re-employment of army retired personnel, employee contract extensions, probation confirmations and preparation of relevant minute sheets and correspondence. • Draft, update and maintain HR policies, SOPs and Job Descriptions in line with the organizational structure. • Prepare and verify monthly salary reports and reconcile attendance, leave and deduction data before payroll processing. • Prepare HR presentations, dashboards, summaries and data inputs for management review, including workforce trends and KPIs. • Liaise with internal branches, officers and external stakeholders on HR matters. • Scrutinize and verify data and ensure correctness and completeness of HR cases prior to submission. • Perform any other task assigned by the Director HR & Adm

Note: Only short-listed candidates will be called for test / interview. No TA/DA will be admissible for test / interview.

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