Job Description	
Job Profile	
Job Title	Head of Talent Acquisition
Job Grade	9/10
Reporting to	GM HR Talent
Direct Reportees	Assistant Managers and Leads [Team of 5 individuals]
Job Location	Karachi
Expected Travel	Frequent (Regions)
Profile Benchmarks	
Minimum Qualification	Bachelors in relevant field. Masters preferred.
Experience Required	8-9 years of experience in HR Recruitment and/or OD function
Knowledge and Skills	• In-depth knowledge of end-to-end recruitment and employer branding techniques • Familiarity with a variety of different selection methods (interviews, assignments, test etc.) • Experience with HRMS, ATS, Sourcing and Recruitment Marketing tools • A sense of ownership and pride in your performance and its impact on the company's success • Critical thinker and problem-solving skills • Team player • Strong time-management skills • Strong stakeholder management skills
Job Description	
Job Responsibilities	**Description** Head of Talent Acquisition will be responsible to lead and oversee the overall recruitment function which includes but not limited to sourcing candidates through various channels, planning selection procedures and developing strong talent pipelines for the company's hiring needs. In addition, develop a vision and strategy for the Talent Acquisition portfolio. The employee will also be involved in compensation and benefits recommendations to administer the employee's salary and other rewards. **1. Strategic Talent Acquisition & Outreach** • Lead the overall talent acquisition strategy by identifying diverse sourcing channels, building proactive talent pipelines, and ensuring hiring excellence across functions. • Position TCF as an employer of choice through targeted outreach, branding initiatives, and strategic partnerships. • Ensure alignment of hiring plans with organizational priorities and workforce forecasting. **2. Assessment Design & Selection Excellence** • Institutionalize pre-selection and assessment frameworks to evaluate capability, culture fit, and leadership potential. • Develop standardized interview guidelines, competency rubrics, and training for panels to strengthen decision quality and consistency.

	• Champion data-driven selection practices ensuring merit-based and transparent hiring.

3. Recruitment Operations, Systems & Automation

- Oversee the operational backbone of the TA function-ensuring process efficiency, compliance, and service excellence.
- Drive automation through Decibel, ensuring seamless implementation, adoption, and optimization for improved candidate experience and efficiency.
- Continuously evaluate systems, tools, and data flows to enhance process agility and transparency.

4. Workforce Planning & Talent Benchmarking

- Lead strategic workforce planning by partnering with leadership to forecast talent needs and align hiring priorities with business objectives.
- Conduct periodic talent market analyses and benchmarking for senior roles to ensure competitiveness and equity in hiring decisions.
- Provide actionable insights to leadership on emerging market trends, skill availability, and talent risks.

5. Data Analytics & Talent Intelligence

- Leverage analytics and dashboards to monitor hiring performance, pipeline health, and time-to-fill efficiency.
- Translate data into strategic insights and recommendations for leadership to inform workforce strategy and policy design.
- Ensure governance, accuracy, and real-time visibility of all TA metrics and reports.

6. Leadership, Stakeholder Engagement & Governance

- Serve as a strategic advisor to the Executive Team on talent acquisition, workforce dynamics, and organizational growth.
- Foster collaboration with regional and functional leads to ensure timely, high-quality hiring aligned with business needs.
- Coach and mentor the TA team to build future talent leaders and ensure a culture of accountability, innovation, and excellence.