

JOB DESCRIPTION - MANAGER (ADMIN / IT / HR)

Position Title: Manager - Manager (Admin / IT / HR)
Entity: PIA Holding Company Limited (PIAHCL)
Grade / Level: Middle Management
Reporting To: Chief Executive Officer (CEO)
Location: Head Office - Islamabad

Position Summary

The Manager (Admin / IT / HR) is responsible for overseeing the Human Resources, Administration, and Information Technology functions of PIAHCL, ensuring alignment with Organizational objectives, regulatory requirements, and operational efficiency. The incumbent shall lead a multidisciplinary team comprising the Network Administrator, Supervisor (Admin), Admin Assistant, and Office Attendant. The role encompasses the management of end-to-end HR operations, administrative systems, and IT infrastructure.

Qualifications & Experience

Education:

- Bachelor's degree in Business Administration, IT, or a related field (HEC-Recognized).

Experience:

- Minimum 7 years of relevant experience.
- Experience in HR, administration, and/or IT functions.
- Certifications (Preferred)
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Skills & Competencies

- Strong leadership and management skills.
- Knowledge of HR practices, and administrative functions.
- Excellent communication, analytical, and problem-solving abilities.
- Ability to handle confidential matters with discretion.

Remuneration & Benefits

- Market-competitive salary package commensurate with qualifications and experience.
- Benefits and allowances as per company policy.