

**CRS Pakistan HR TDY**  
**2-3 Weeks**  
**Scope of Work**

**I. Purpose**

To assist with the HR needs in the current IDP response and to strengthen the overall HR Capacity of CRS Pakistan.

**II. Scope of Work:**

The TDY will require the following activities

- Assist with current hiring for IDP Crisis.
- Assist Emergency Coordinator with strategies for hiring female staff.
- Assist Emergency Coordinator with strategies cycling staff back to previous jobs (largely earthquake program).
- Assist Emergency Coordinator with strategies if emergency spreads to new locations.
- Review systems used for hiring and onboarding. Assist with changes and capacity building as required.
- Work with Senior HR Officer in Islamabad on HRIS manuals, HRIS, and systems relating to entire CRS Pakistan program.

**IV. Deliverables:**

- Close current hiring gaps
- Perform After Action Review of HR for IDP Crisis (including hiring and staff care).
- Create recommendations for HR function to support current operation and for preparation for future emergency operations.

**IV. Reporting:**

To the CR

**V. Conditions:**

- The position will be based in Islamabad with frequent (daily) travel to Mardan. Security can be an issue in Mardan and constant care is required.