



RENEWABLES FIRST

Associate - People and Culture

Location: G-8 Markaz, Islamabad

Department: Administration

Type: Full time

About Renewables First

Renewables First (RF) is a think and do tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions fair and inclusive through impactful research, advocacy, and strategic partnerships.

Job Description

Renewables First is seeking a proactive and people-driven Associate - People and Culture, to support the development of a collaborative, equitable, and high-performing workplace. The role focuses on strengthening HR operations, embedding inclusive policies and systems, and promoting a positive culture that enables staff to deliver their best work.

Reporting to the Manager Administration, the Associate will manage day-to-day HR operations while also contributing to long-term improvements in organizational systems, staff wellbeing, and culture development.

Key Responsibilities

1. People & Culture Operations

- Oversee recruitment, onboarding, performance management, and staff engagement processes.
- Ensure adherence to RF's HR policies, employment laws, and ethical standards.
- Maintain updated and confidential employee records and documentation.
- Serve as a point of contact for staff inquiries and HR support needs.
- Support the periodic review and updating of HR policies and employee handbooks.

2. Organizational Culture and Employee Engagement

- Champion a positive and inclusive workplace culture aligned with RF's mission and vision.
- Design and implement initiatives that enhance teamwork, communication, and staff wellbeing.
- Support internal communication and feedback mechanisms to improve transparency and trust.
- Plan staff gatherings, town halls, and engagement activities that strengthen organizational cohesion.



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3. Systems and Compliance

- Contribute to improving HR and administrative systems for efficiency and consistency.
- Ensure all HR processes align with compliance standards, audit requirements, and best practices.
- Assist in developing and maintaining templates, SOPs, and HR documentation frameworks.
- Coordinate with finance and admin teams on payroll, benefits, and related administrative tasks.

4. Data, Reporting, and Insights

- Track HR metrics such as recruitment timelines, turnover, and staff satisfaction.
- Prepare periodic reports for management decision-making.
- Use data insights to recommend improvements in people management and workplace systems.

Qualifications and Experience

- Master's degree in human resource management, business administration, organizational development, or a related field.
- Minimum 3–5 years of experience in HR or people and culture functions, ideally in non-profit, research, or policy-based organizations.
- Proven ability to design, implement, and manage HR systems and processes.
- Knowledge of Pakistan's employment regulations and HR best practices.
- Excellent interpersonal, problem-solving, and communication skills (English and Urdu).
- Proficiency in MS office and HR management systems.
- Ability to handle sensitive information with discretion and professionalism.

Application

If you're passionate about shaping inclusive workplaces and supporting purpose-driven teams, we'd love to hear from you. We process applications on a rolling basis. Female candidates are strongly encouraged to apply.

Please Email a letter of motivation, along with your CV in one PDF document and use the following format for the file name, "First name_Last name_Associate - People and Culture" to hr@renewablesfirst.org