

Designation: HR Executive**No of Positions – 1****Location – Delhi****Nature of engagement- Contractual****Period of engagement- Upto 31 December 2022, subject to renewal**

School Health Clinics seek to provide comprehensive primary healthcare to government school students by catering to both physical and mental health issues within the school campus. Each clinic has a doctor, a psychologist, a nurse, and a multi-task worker who are responsible for regular screening, diagnosis, treatment and prevention of primary healthcare concerns of students. A pioneer in the education and healthcare space, the Education and Health Departments of the Government of Delhi have come together to ensure the holistic development and well-being of government school students through the School Health Clinics Pilot Project.

A Project Management Unit (PMU) has been set up to help the GNCTD manage the implementation of the pilot project. The PMU has partnered with the Hans Foundation for the smoother functioning and operations of the School Health Clinics Project.

Position Summary -

We are looking for a HR Executive (HRE) to manage all employee related processes and tasks at the SHCs. The HRE will report to the Project Manager (PM) and the Senior Project Associate (SPA) while working under the supervision of the PMU and THF.

The HRE will be responsible for oversight of recruitment, total compensation, monitoring, appraisal and performance evaluation, and training and development of SHC staff. Additionally, the HRE focuses on delivering HR services that meet or exceed the needs of employees and enable success of the project; as well as ensures compliance with all applicable laws, regulations, and operating procedures.

Role and Responsibilities –

- Publishing advertisements, inviting applications after concurrence with the higher management, PMU, and other relevant stakeholders.
- Reviewing resumes and applications, conducting recruitment interviews and providing the necessary inputs during the empanelment process.
- Timely review of Terms of Reference for empanelment of staff
- Management of employee hiring, on-boarding, orientation, training, supervisions, empanelment, de-empanelment, exit interviews, employee feedback and any other activities related to SHC staff.
- Maintaining HR records, such as those related to compensation, leaves, maintaining, and monitoring attendance, etc.
- Communicating and explaining the organization's HR policies to the employees
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Liaising with the PMU and relevant government agencies to ensure adherence to compliance
- Preparing and processing timely distribution of consultation fee/remuneration, salary, bonus, leave encashment and full and final settlements.
- Timely redressal of all employee grievances and escalation/de-escalation of issues to higher level authorities
- Reviewing job descriptions for all positions at regular, preparing letters such as offer and confirmation
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts

- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Management of promotions, appraisals, performance evaluation and contract extension of all SHC staff.
- Own and strengthen key partnerships on behalf of the team including those with recruitment agencies.
- Promoting positive work culture and building safer work environments

Essential Qualifications

- Postgraduate in Human Resources Management or related field
- 2 to 4 years of relevant work experience in employee relations, people management, handling field team, leading HR function, systems and processes in government, or NGO sectors.
- Experience in Learning and Development in the social sector will be preferred.

Required Skills & Competencies

- Working knowledge of local laws that govern employment policies and practices
- Strong written and verbal communication and capability to relate and interact with multicultural teams
- Giving close attention to details and demonstrated ability to handle sensitive or confidential information
- Strong interpersonal, negotiation, and conflict resolution skills

Remuneration

INR 6,00,000 per annum