

Job Description

Assistant Manager - HR

BACKGROUND

The Hans Foundation, established in 2009, is a Public Charitable Trust that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

GENERAL

Location: Ranchi, Prayagraj, Guwahati, Dehradun

Position: 1 in each location

Type of Employment: Contractual for 1 year, renewable on project requirements

1. JOB PURPOSE

THF expects the Assistant Manager – HR to have knowledge of various HR functions. They will be responsible for delivering on the organization's plans on recruitment, induction, training intervention planning, data management, employee engagement, performance management and other HR activities.

2. KEY ACCOUNTABILITIES

- Lead full-cycle of recruitment process and directly recruit positions; develop candidate rosters, employ traditional sourcing strategies, actively network and employ innovative, creative recruiting methods to hire the best talent.
- Update and maintain the HR Management Information Systems (HRMIS) for, salary inputs and attendance records
- Manage and develop a small HR section to ensure quality services and advice are provided across the mission, and to an increasing suite of spoke posts in the region

- Keep up-to-date with evolving local labour law, check adherence with relevant legislation through legislative research, and provide advice based on professional knowledge
- Ensure strong relationships with the broader corporate management team to be able to challenge and coach in a high-performance environment
- Lead and supervise three HR Associate, review their work and contribute to their ongoing development.
- Identify issues and contribute to the resolution of problems, including employee grievances and disciplinary issues, in consultation with the HR supervisor
- Monitor HR budgets and expenditure on a monthly basis and assist HR supervisor in forecasting human resource planning and expenditure
- Manage health and personal accident insurance policies and data of project team
- Work on projects to aid continuous improvement and implement improvement programs (e.g. changes to working practices or organisational changes)
- Manage timely completion of Performance Management and relevant payouts
- Support HR supervisor in administration and local management of scheduled reviews of conditions of service for all project team
- Disseminate and organise all staff level events on insurance, leave and attendance system
- Process payroll of project staff including separation payments and final payouts
- Manage HR contracts ensuring continuity
- Monitor Onboarding and Induction process for new joinees.
- Liaise with other managers across the mission's corporate area to understand the training and development needs of their staff.
- Process medical reimbursements for project team and their families and respond to staff questions regarding those payments
- Prepare and issue Annual Salary Certificates, Group Certificates, and employment certificates to employees
- Perform research and analysis and provide recommendations to the HR supervisor in relation to internal and external audits
- Management Information/Reporting: Recruitment MIS, Employees MIS
- Any other duties as assigned

3. Key interactions

- Head Office Accountant
- Head Office HR
- Regional Office Staff
- Project Accountant
- Project HR

4. **Reporting to:** Functionally to Deputy Manager-HR and Administratively to Regional Senior Manager

5. **Other Indicative Requirements**

Educational Qualifications	<ul style="list-style-type: none"> ● Graduate in any discipline, Masters preferred.
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> ● 5 to 7 years' total HR experience ● Preferably from Social Development sector ● Computer Skills: Must be proficient in Word, PowerPoint, Excel; ● Knowledge of HR functions (pay & benefits, recruitment, training & development etc.) ● Interpersonal skills to form effective working relationships with people at all levels ● Ability to analyze, interpret and explain employment and other laws. ● Outstanding organizational and time-management abilities ● Excellent communication and interpersonal skills ● Problem-solving and decision-making aptitude ● Ethical and dependable

THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.