

## Job Description – Manager – HR and Admin

<b>Designation</b>	Manager – HR and Admin
<b>Location</b>	Head Office
<b>Employment type</b>	Fixed term contract, Renewable
<b>Report to</b>	Chief Executive Officer
<b>Functional reportee(s)</b>	Human Resource and administrative associates
<b>Employment level</b>	Middle

### Organization Background

Established in 1992, Udyogini - means woman entrepreneur. Udyogini, the organization, works with poor women to improve their skills as producers and their knowledge of the markets they operate in, to ensure long-term returns.

Udyogini is involved in facilitating the learning of basic management skills required for setting up and running of micro enterprises -- skills needed not only to manage their production but also to market their products and ensure better returns. It is nearly 27 years since Udyogini came into existence as a service provider for micro enterprise management services, principally training for poor, asset less and mainly illiterate women in the backward states of India. As a specialized agency, on this date, and when there is recognition of the need to go 'beyond credit' to enable women to invest in productive activities, Udyogini is placed at the very center of developing cutting-edge knowledge and practice for micro enterprises for the poor, especially women.

For further details about organization, please visit [www.udyogini.org](http://www.udyogini.org)

### Job Profile

**Overview of the role:**

The role will have overall responsibility for driving and institutionalizing HR best practices in the organization, working very closely with Chief Executive Officer and other managers. The Manager is expected to develop deep knowledge of field, core programs, Operations alongside the best processes, practices and models in Human Resources.

**Areas of Responsibility:****1. Recruitment Management**

Oversee recruitment processes in order to attract suitable, diverse set of qualified candidates.

Assist State heads and other Managers through the screening/on boarding process by coordinating interviews, finalizing compensation, conducting hiring checks and organizing timely on boarding process.

Ensuring that all contractual services (staffing, consultancies and other services) are in compliance with Local Labour Laws and Amnesty International India's internal policies.

Encourage the Employee Referral system.

Relationship management with Job Portals.

**2. Talent Acquisition Process**

Responsibility for full recruitment life cycle across all functions as per the plan and TAT.

Ensure the team implements the Recruitment Plan as per the Annual Operation Plan.

Ensure the formulation and implementation of a cost effective Recruitment and selection Plan.

Ensure that the Job Requisition Forms are completed for all positions sourced – new request for Replacements.

Sourcing candidates across Recruitment Database, Job Portals, Social Media, Employee Referrals, Job Fairs, Campus interviews etc.

Conducting competency assessment based interviews using Telephone/In-Person interactions.

Offer Management including Negotiation, Reference Check, Background Verification and Relationship Management.

Liaison with the Operations/Finance /Business development and MEL Team to ensure they are kept informed of all new hires and joining dates and respective inputs.

Weekly review meetings with Managers and Regional heads

Early warning system and recruitment tracker management

Budget Management

### **3. Training on recruitment and selection**

Ensure that all concerned people are trained on skill, competency and behavioral based Interviews. Coordinate with other managers and CEO as per requirement.

Ensure that all positions have a well-defined updated Job Description and is relevant.

### **4. Employee engagement, on-boarding & Induction**

Manage and execute the On-boarding process within the organization.

To track the employee, ensure connect on Day 1/Week 1/Month 1/Month 2/Month 3 before the probation period comes to a close and recommend actions as required.

Conduct regular one o one /skip level meetings and gauge the engagement level of the employee during the on-boarding phase.

### **5. Function Alignment**

To support in developing and implementing of HR strategy and various HR Initiatives.

To support and facilitate the delivery for end to end HR Services and standardize processes across the state locations.

To support in implementation of Performance Management Plan for employees on probation/during the year.

Carry out meetings with different employees (Region/State/District/Block/Field Coordinators), for assessment of capacity building needs and to help build capabilities.

To manage and conduct all Employee Relations procedures with support from Operations on disciplinary, grievance, performance management and redundancies, Internal Complaints Committee, conducting Exit interviews, coordinating the employee's exit and tracking status of full & final settlement .

To manage all employee MIS pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle.

Ensure the compliance for labour and other relevant laws in the development sector.

## **6. Administration**

To review and support administrative requirements and to manage the key deliverables including Procurement, Travel, Conveyance, Communication, Vehicle Hire, Office Lease & Management, Office Notices & Display Board, Fire Safety & Compliance, Office Repairs & Maintenance, Office Stores & Inventory, Records Management, Annual Maintenance Contracts, Asset Issuance and Tracking, Event Management, Vendor Management & other relevant policies.

## **7. Information Management/Reporting**

Monthly/Annual Recruitment MIS

Need based MIS management.

Reviewing risks and demonstrates a quality focus to mitigate attrition.

### **Preferred Education Background:**

Post Graduate Degree in Human Resource. It will help to have a background in Psychology and development sector.

### **Preferred Work Experience:**

Minimum 8-10 years of progressive experience in HR and experience in change management will be an advantage.

### **Preferred Skill Set:**

Results Orientation, Process Orientation, Relationship management, Change management, Effective listening & Collaboration and fluency in Hindi & English.

**COMPENSATION** : Negotiable and at par with other NGOs in India

## **TO APPLY**

Please write to [jobs@udyogini.org](mailto:jobs@udyogini.org)

Eligible candidates interested in this position are requested to apply with a cover letter that highlights their motivation to apply and suitability for the position applied, along with an updated resume, giving details of three references, to the above email id, by or before **July 31st, 2020**.

Please clearly state (1) Current Salary, (2) Expected Salary in your application.

Female candidates are strongly encouraged to apply for this position."