

BACKGROUND

The Organization, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organization works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and areas with poor high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organisation has reached more than 35 million beneficiaries through its programs. The Organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through The Organisation USA and RIST.

Job purpose

The Organization expects the Associate/Senior Associate 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.

General Information

Location: **Ranchi**

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

No. of Position: **01**

Reporting to: **Assistant Manager- HR**

Key Accountabilities

- Responsible for full-cycle 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.
- Maintain all documentation pertaining to Recruitment, including tracking weekly recruitment metrics.
- Work closely with hiring managers to review the Job descriptions and make sure all the JDs are updated.
- Organise in-take meetings with hiring manager before initiating work on any open position to understand the need of the position and skill set of the candidate.

- The individual will be responsible for pro-active sourcing, advertising, screening, interviewing, reference checking and final negotiations for open positions.
- Other recruitment responsibilities as assigned.
- Ensure that all local personnel files are complete and are in compliance with legal requirements and internal policies of The Organization.
- Maintain employee leave files.
- Ensures maintenance of monthly Attendance
- Communicate with external vendors/ consultants etc.
- Manage the personnel paperwork processes for all routine hires, position changes and terminations.
- Work closely with supervisors to facilitate the completion of all staff administrative paperwork.
- Support payroll system including calculating employees' compensation, updating our internal payroll databases and ensuring timely payments.
- Provide clerical and administrative support to Human Resources department and Management, where required.
- Support HR department to bridge management and employee relations by addressing demands, grievances, or other issues.
- Plan training needs and support HR department to make Training calendar along with monitoring Training programs.
- Coordinating the employee's exit and tracking status of full & final settlement
- Management Information/Reporting: Recruitment MIS, Employees MIS

Key interactions

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

Other Indicative Requirements

Educational Qualifications

Graduate in any discipline

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- 2 to 4 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

The Organization 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.

Interested candidate please share your cv at:

contact@pmspl.net.in