

### Job Description

**Position Name** : Senior Manager - HR  
**Reports to** : Director – HR, Administration & Procurement  
**Location** : Mumbai

#### **About Habitat For Humanity India:**

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organization has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programs, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit [www.habitatindia.org](http://www.habitatindia.org)

#### **Position Purpose:**

The Manager HR, under the guidance and leadership of the HR Director, will lead end-to-end HR management, strategic involvement in compensation, talent development, leadership programs, reporting to senior management/board. The role holder will support the HR Director in the development and implementation of Habitat India's HR plan and strategies.

#### **Key Responsibilities:**

##### • **HR Operations & Employee Relations:**

- Oversee day-to-day HR operations and related admin activities in HR.
- Serve as the main contact person in HR on queries related to employee life cycle and experience. Provide support and guidance to staff and supervisors on HR matters. Oversee employee grievance redressal and disciplinary proceedings, and any cessation of employment process.
- Ensure proper and standard record management system, both digital and hard copies.
  - Oversee and support employee engagement calendar and activities.
- Conduct exit interviews, focus group discussions, and partner with people managers in ensuring employee engagement of staff.
- Maintain compliance with all labor laws and regulations and recommend best practices; review policies and practices to maintain compliance.
- Handle POSH-related cases and ensure compliance with legal requirements and standard practices on administrative investigations.
- Coordinate payroll with Finance and external providers ensuring compliance with statutory and taxation requirements.

##### • **Talent Acquisition and Onboarding**

- Drive end-to-end recruitment for professional and managerial roles, support hiring managers, and oversee onboarding programs; Collaborates with departmental managers to understand skills and competencies required for the position.
- Coach and support hiring managers in updating job descriptions and preparing onboarding programs for new joiners.
- Ensure that due diligence is conducted for all successful candidates in accordance with safer recruitment guidelines.
- Collaborate with and manage the relationship with third-party recruitment partners.

#### **HR Development and Management**

- Lead staff development and capacity-building initiatives through systematic Training Needs Identification (TNI).
- Design and organize learning programs for middle and junior management staff.
- Liaise with the Area People Office (APO) for senior management learning and leadership development programs.

- Facilitate succession planning to build internal talent pipelines and ensure organizational

**HR Analytics**

- Develop and maintain HR dashboard. This includes recruitment report, employee turnover, demographics, and other HR analytics.
- Produce HR reports for board and management decision making.

**People Management**

- Supervise, lead, inspire and develop direct reports.
- Ensure that HFH India follows the safer recruitment standards in recruiting employees, individual consultants, interns or volunteers.
- Ensure that all employees complete the mandatory safeguarding induction training and annual safeguarding refresher training.

**Safeguarding**

- Adhere strictly to safeguarding protocols set by the organization, ensuring the safety and protection of all stakeholders involved in the projects

**Education & Other Qualifications**

- Bachelor's or equivalent degree in Human Resources, Business Administration, or related field
- HR certification (e.g., SHRM, PHR) preferred.
- Minimum 12 years of experience in HR and administration management
- Experience in senior HR roles, preferably in non-profit or developmental sector

**Technical/Behavioural Skills**

- Problem solving & Solution orientation
- Investigation
- Interpersonal skills

**Habitat For Humanity India : Values**

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

**Safeguarding:**

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line **"APP: Senior Manager – HR\_ Full Name"**.