

Job Description

Position Name : Sr. Associate/ Assistant Manager - HR
Reports to : Sr. Manager – HR
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 organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home.

Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.8 million people across the country. 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

Position Purpose:

The purpose of the role is to enhance the recruitment, and separation processes for employees, ensuring a seamless and efficient experience. Support in the performance management, employee engagement, initiatives and administer employment contracts and benefits. Including, not limited to providing comprehensive administrative services to the HR team.

Key Responsibilities:

Talent Acquisition and Onboarding:

- Ensure maintaining turn-around-time for all open position by sourcing through various recruitment channels for development sector.
- Liaise with consultants, candidates, institutes for positions vacancy. Coordinate with hiring managers and relevant stakeholder for panel interviews.
- Ensure that all necessary interview materials are prepared in advance.
- Serve as the primary point of contact for candidates throughout the recruitment process. Communicate clearly about the interview process, provide updates, and respond to any inquiries they may have.
- Ensure that due diligence is conducted for all successful candidates in accordance with safer recruitment guidelines.

HRIS:

- Ensure accurate data is fed into the system.
- Serves as a point of contact for the vendor and employee in case of any discrepancies.
- Provide helpdesk support for all employee-related benefits.
- Manage leave benefits of all staff in the system.
- Assist in the monthly payroll process as needed

Employee Relations:

- Assist in managing employee grievances and disciplinary procedures.
- Ensure compliance with labor laws and regulations, reviewing policies to maintain adherence.
- Administer employee benefits and prepare movement documents when necessary

HR Operations:

- Manage the day-to-day HR operations and related admin activities in HR.
- Serve as the contact person in HR on queries related to employee life cycle and experience.
- Provide support and guidance to staff and supervisors on HR matters.
- Ensure proper and standard record management system, both digital and hard copies.
- Support in the performance appraisal process.

Engagement Activities:

- Develop and propose plan for employee engagement activities
- Lead the logistical planning of employee engagement events and activities such as recognition day, service awards, and team-building exercises.

Off boarding:

- Ensure smooth transition for employee off boarding by timely submission of documents/handover.
- Conduct exit formalities and timely issue relieving letter and experience letter to the employee.
- Report any safeguarding concerns and allegations brought to your notice in your unit/project to the safeguarding focal point.

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
- Minimum 5 to 7 years of experience in HR and administration management

Technical/Behavioural Skills

- Collaboration
- Communication
- Negotiation skills
- 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.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line **"APP: Sr. Associate / Assistant Manager – HR_ Full Name"**.