

Job Description

Role Title: Senior Officer – Human Resources	Location: Delhi
Reporting To: Head – Human Resources	Core / Field: Core

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities and in governance.

POSITION SUMMARY:

The Senior Officer - HR's duties involve a wide range of HR activities such as Talent Acquisition, Employee Life Cycle Management, HR statutory compliances, Employee Engagement, Employee Development and more.

The incumbent will work closely with Head – HR to deliver strategic HR solutions across the HR portfolio. The role will involve collaborating with a diverse group of individuals across C3's offices to ensure the achievement of individual, functional and organizational goals. The incumbent will collaborate with all C3 Team members in office & in field to address operational HR matters and escalate as appropriate.

The incumbent will also manage and maintain an integrated Human Resource Management System (HRMS).

KEY ROLES & RESPONSIBILITIES:

Recruitment:

- Manage high quality recruitment activities, including but not limited to, job posting, screening of applicants, scheduling written assessments & Interactions
- Establishing HR requirement by coordinating with managers to understand their expectation and requirement
- Responsible for end-to-end recruitment and selection process.
- Responsible for sourcing, screening, short listing and closure formalities such as Salary negotiation, reference checks
- Ensure gender balance in hiring for the organization
- Prepares letter of offer to selected candidates and letter of regret to unsuccessful candidates.
- Closure of open vacancies as per agreed timelines across all programs. Facilitates joining process for new hires

- Manage databank of candidate pool for future requirements

HR operations:

- Ensure Pre-joining formalities are completed for timely on boarding process
- Ensure employee Database is updated and all information of Employee Life Cycle is maintained and updated
- Issuing letters, email ids, Insurance cards, certificates, IDs etc
- Ensuring all incumbents go through orientation process.
- Orienting and updating staff on HR policies. Ensuring all employees are educated about HR Policies & SOP's during induction / training
- Performance management including probation review and confirmation are completed on time.
- Support in exit process

Staff Engagement:

- Maintain calendar of events on Staff Engagement Activities
- Organising employee engagement activities monthly

Staff Development:

- Ensure capacity building of staff is as per organisation policy
- Manage databank of all staff development courses and attendance by staff

Other HR Support:

- Be the point of contact for all staff for any internal HR queries and issues
- Coordinating and liaising with vendors and consultants related to labour laws, insurance, wellness etc.
- Support staff in regard to Mediclaim, loans, grievances etc.
- Support Head HR to ensure adherence of discipline and code of conduct; updating staff on policy and process.
- Manage HR related subscriptions (Devnet, Naukri, LinkedIn etc) including procurement related activities.

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills:

- Graduate / Post Graduate degree with a specialization in Human Resources.
- Experience of minimum of 10 years in HR of which min 5years in Recruitment and 5 years in HR Operations.
- Knowledge of computers especially MS Office (Advanced Excel, Word and Power point) is essential.
- Exposure to MIS and its working would be preferable
- Methodical Reasoning & Analytical Skills

Essential:

- Understanding of the development sector

- Excellent oral and written communication skills
- Excellent Interpersonal and negotiation skills
- Ability to build strong relationships and positively influence stakeholders

Good to have:

- Coordinating Skills
- Data Management Skills
- Ability to perform within deadlines
- Disciplined professional with strong Integrity.

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **as per SoP**
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.