

Job Description – HR & Admin Officer

Designation	HR & Admin Officer
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager & Assistant Manager – HR & Admin
Direct reportees	Administrative Assistant

Organization Background

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, and Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Position

The HR & Admin Officer is directly responsible for all the employee life cycle management for following positions and accountable to ensure for the other positions in district level.

- District Level Officers, Assistants, Block Officers, Field Coordinators, Data Entry Operators, Office Assistant, Guest House Assistant, Tele Callers, and Help Desk Executives.

In addition s/he will lead the administrative function in the district, manage the admin assistant and in his/her absence handle administration directly.

Job Responsibilities

1) Recruitment:

- Maintain a database of budgeted positions viz-a-viz current status, number of vacant positions and work towards providing suitable manpower for vacant positions.
- Get directions from the Manager HR & Admin about the new positions, contribute actively in planning the recruitment cycle of such new requirements and implement them.
- Completely responsible for recruiting the positions of Block Officers, Field Coordinators, Data Entry Operators, Office Assistant, Guest House Assistant, Tele Callers, and Help Desk Executives.
- Generate offer letters; contract letters for the selected candidates issue them.
- Collect documents from employees as per standard checklist

- Maintain the personal files of the positions mentioned above at district level and update them regularly.

2) On boarding and Induction:

- Responsible for planning and ensuring systematic induction for all new employees of the designations.
- Ensure that induction plan is signed off and filed in the personal file of all employees.

3) Attendance and Leave management:

- Track the attendance of all staff day wise in provided excel format (or) in the HRMIS as per organization requirement and communication.
- Track leave database, eligibility, availed and closing balances of leaves for the district in excel format (or) HRMIS.
- Provide this information on monthly basis to the HR & Admin Manager for payroll input.

4) Salary Processing / Payroll

- Provide payroll inputs such as attendance summary, leave summary, other deductions to payroll employee wise in specified format for processing payroll.
- Ensure that salary slips are distributed to all staff of the region.

5) Employee data

- Maintain the complete data base of all employees in payroll in specified excel sheet / HRMIS and update them regularly with any changes
- Maintain the standard database of Team Balika's in specified format and update them regularly with changes. Create a channel of communication with operations to ensure that this information is available with HR precisely.
- Maintain and update the organograms for the district along with the master data of employees.

6) Performance Management

- Track Probation reviews with timelines and ensure outcomes are communicated formally through letters.
- Communicate the process of annual / midyear appraisals, receive, verify the forms and share the consolidated outcome in specified formats.
- Ensure that contract renewals are done in a timely manner.

7) Employee Separation

- Ensure resignation letters are received for employees who intend to leave.
- Conduct exit interviews in specified formats and share with Manager HR & admin on a monthly basis.
- Follow up for the clearance certificate and ensure final settlement is done within standard agreed timeline.

8) Data Management

Maintain the HR files such as employee personal files, recruitment file, PF related documents at the district level

General

- Be the central person for all HR and Admin related communication for the district.
- Visit and participate in the block level review meetings twice in a month.
- Handle employee grievances formally and informally, forward them to concerned department and follow up for resolution.
- Play the role of Employee champion by knowing and counseling their employees as and when required.

Education, Qualification and skills needed

- Post-Graduation in Human Resources, or Social Sciences,
- Minimum 3-5 years of experience in HR & Admin
- A career in non-profit organization will be an asset
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Fluent in Hindi, good in English

How to Apply

Please send a CV & a one page cover letter detailing how you meet the eligibility requirements to jobs@educategirls.ngo

IMP: Please clearly state **the role & district** that you are applying for in the email subject line. For further details about organisation please visit www.educategirls.ngo