

Job Description – Assistant Manager – HR and Admin

Designation	Assistant Manager – HR and Admin
Location	Regional Office
Employment type	Renewable fixed term contract
Report to	Deputy Senior Manager – HR and Admin, Regional Manager/Manager Operations
Functional reportee(s)	Human Resource Officers
Employment level	Middle

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

Job Profile

Overview of the role:

The role incumbent will have overall responsibility for driving and institutionalizing HR best practices in collaboration with the respective HR Centers of Excellence, Region HR Business Partners and Functional

stakeholders. The role incumbent will need to develop deep knowledge of field, core programs, Operations alongside the best contemporary practices in Human Resources

Areas of Responsibility:

1. Recruitment Management

- Recruitment Data base Management – To encourage the Employee Referral Scheme.
- Manage the Empanelled Recruitment Agency as per SLA and provide regular updates. Also, evaluate potential new Service Providers.
- Manage the relationship with Job Portals as per SLA and explore better synergy.

2. Talent Acquisition Process

- Responsibility for full recruitment life cycle across all functions as per SOP and TAT.
- Ensure the team implements the Recruitment Plan as per the Annual Operating Plan.
- Ensure the formulation and implementation of a cost effective Recruitment Plan.
- Ensure that the Job Requisition Forms are completed for all positions sourced – New/Replacements.
- Sourcing candidates through Internal Job Postings and evaluating Function/Region Transfer options.
- Sourcing candidates across Recruitment Database, Job Portals, Social Media, Employee Referrals, Job Fairs, Campus interviews etc.
- Conducting competency based interviews either through VC/Telephone/In-Person interactions.
- Offer Management including Negotiation, Reference Check, Background Verification and Relationship Management.
- Liaison with the HR Operations/Administration/IT/Learning & Development Team to ensure they are kept informed of all new hires and joining dates and respective inputs.
- Weekly review meetings with function stakeholders
- Recruitment tracker management
- Budget Management

3. Interview Skills Training and Empanelment

- Ensure that all stakeholders are trained on Competency Based Interviews. Coordinate with Learning & Development Team as per requirement.
- Ensure that all positions within the Region have a well-defined Job Description and is relevant.

4. On-boarding & Induction

- Execute the On-boarding process within the organization – Organization, Functional or Region level as per guidelines received from the Learning & Development.
- To execute and support Project Aarohan – To track the employee connect on Day 1/Week 1/Month 1/Month 2/Month 3 before the probation period comes to a close and recommend actions as required.
- Conduct skip level meetings and gauge the engagement level of the employee during the on-boarding phase.

5. Function Alignment

- To support HR strategy in implementing various HR Initiatives and keeping all stakeholders informed.
- To support and influence change management to ensure internal HR Transformation.
- To support the delivery for end to end HR Services and standardize processes across the region.
- To support in implementation of PIP (Performance Improvement Plan) for employees on extension of probation/during the year.
- Undertake meetings with Region/District managers, Block Officers, Field Coordinators, Focus groups, and arrange for developmental interventions to help build capabilities.
- To support and advise the stakeholders on dealing with all Employee Relations matters.
- To manage and conduct all Employee Relations procedures with support from HR Operations on disciplinary, grievance, performance management and redundancies, Internal Complaints Committee,

conducting Exit interviews, coordinating the employee's exit from the firm and tracking status of full & final settlement .

- Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle for the regions.
- Ensure the compliance for labour laws as well as under the Shops & Establishment Act, as applicable. Represents Educate Girls at hearings as applicable.

6. Administration

- To review and support Team Administration to manage the key deliverables including Procurement, Travel, Conveyance, Communication, Vehicle Hire, Office Lease & Management, Office Notices & Display Board, Fire Safety & Compliance, Office Repairs & Maintenance, Office Stores & Inventory, Records Management, Annual Maintenance Contracts, Asset Issuance and Tracking, Event Management, Vendor Management & Disaster Management policy.

7. Management Information/Reporting

- Monthly/Annual Recruitment MIS
- Need based MIS for Function Heads on elements like Costs, Recruitment Agency Expenses, and Referral Incentives etc.
- Reviewing risks and demonstrates a quality focus to mitigate attrition.

Preferred Education Background:

- Post Graduate Degree in Human Resource. It will help to have a background in Psychology and business strategy.

Preferred Work Experience:

- Minimum 3-4 years of progressive experience in Business HR and experience in change management will be an advantage.

Preferred Skill Set:

- Business Focus, Results Orientation, Process Orientation, Relationship management, Change management, Effective listening & Collaboration and fluency in Hindi & English.

COMPENSATION : Up to 6 lpa CTC

TO APPLY

Please write to jobs@educategirls.ngo

Please clearly state (1) Job Title, (2) Job Location, (3) Current Salary, (4) Expected Salary in your application.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."