

## Job Description – HR and Admin Officer

<b>Designation</b>	HR and Admin Officer
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Manager, Assistant Manager – HR and Admin
<b>Functional reportees</b>	Admin Assistant
<b>Employment level</b>	Junior

### 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 organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

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

### Our Competencies

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

### Job Profile

The HR and Admin Officer is directly responsible for the employee life cycle management of all employees at district level. In addition s/he will lead the administrative function in the district, manage the admin assistant and in his/her absence handle administration directly.

### Overview of the role:

### Areas of Responsibility:

**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 AM - HR and 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 Spine Software as per organization requirement and communication.
- Track leave database, eligibility, availed and closing balances of leaves for the district in excel format (or) Spine Software
- Provide this information on monthly basis to the HR and 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.
- Review and updation of data in Spine software on regular basis

**5. Employee data**

- Maintain the complete data base of all employees in payroll in specified excel sheet / Spine Software and update them regularly with any changes
- 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 and 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

## 9. Employee Engagement

- Coordinate and manage a wide range of employee engagement activities on regular basis
- Collaborate with District Manger on programs / activities that will maximize employee engagement and satisfaction
- Organize and facilitate the monthly – quarterly – half yearly – yearly staffing reviews
- Support the various functions during the onboarding of new joiners to ensure the orientation process is properly completed

### Core Responsibilities

- SPOC 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.

### Preferred Education Background:

- Post-Graduation in Human Resources, or Social Sciences,

### Preferred Work Experience:

- Minimum 3-5 years of experience in HR and Admin
- A career in non-profit organization will be an asset

### Preferred Skill Set:

- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- Fluent in Hindi, good in English

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