



## **HR Manager** **Urgently required for a reputed 72 year old NGO**

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**Jai Vakeel Foundation & Research Centre (previously known as The Research Society)** is a 72 year old NGO working with children and individuals with Intellectual Disability (ID). We have a holistic approach to the management of individuals with ID and cater to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment.

Our services are divided into four broad categories – Healthcare, Education, Skill Development and Support Services.

For more details, please visit our website: <http://jaivakeel.org/>

**Position Title:** HR Manager

**Reporting:** To CEO / HR Advisor

**Job Brief:** We are looking for a skilled HR Manager to oversee all aspects of Human Resource practices and processes. The goal is to promote values of the institute and enable success through Job design, Recruitment, Performance Management, Training and Development and Talent Management and by nurturing a positive working environment.

### **Responsibilities:**

- Manage the overall Personnel / Human resource function
- Develop & Implement an HR Strategy in line with the organisation Strategy
- Review, regular updating & Implementation of HR Policies & Procedures
- Planning and Directing employee training and development programmes
- Improving management / employee communications, including mediating in disputes and advising line managers on how to implement personnel policies
- Recruitment & Selection / Talent Sourcing & Talent Management
- Motivate & Retain Talent through employee welfare activities, ensuring good facilities and fair employee benefits
- Oversee salary wages administration and statutory compliance
- Bridge Management and employee relations by addressing demands, grievances and other issues.
- Developing and implementing the performance management practice

### **Requirements:**

- Proven Work experience as HR Manager of a reasonably size organisation (around 200 – 300 employees).
- People oriented and result driven.
- Excellent active listening and presentation skills
- Graduate or Post graduate in Personnel Management
- In depth knowledge of Labour laws and HR best practices
- Languages: English, Hindi and Marathi
- Age: 30 - 40 years