

American India Foundation (AIF) – Director - Human Resources

Position – Director - Human Resources

Location: Gurugram

Employment Type: Permanent

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

Job Description:

The purpose of the Director – HR position is to lead and strengthen the HR function at AIF India, and to provide support to all departments and functions at AIF on all HR related matters. S/He will effectively contribute in driving excellence at AIF by developing HR strategies and admin functions in alignment with the organizational strategies, mission, vision and values. S/he will work closely with the Country Director and advise on all aspects of HR in the Organization and in making AIF a great place to work!

S/he will be responsible for guiding the leadership team on strengthening Organizational capabilities related to people strategy including talent management, organizational competency, workforce planning, senior staff recruitments, executive coaching, performance management, retention, succession planning, etc.

Duties and Responsibilities:

Human Resources:

- Lead and develop highly skilled and motivated staff in the HR function.
- Formulate and drive overall organizational HR strategy to support AIF India business goals and objectives taking into consideration the unique needs of each unit, vertical, geography and / or employment group.
- Ensure that best practices and policies across the HR function are suitably adapted to AIF India needs and are put in place wherever required.
- Work with management to enhance AIF's talent strategy, analyze the strength and gaps in the talent pool, implement new and enhanced talent management practices, and facilitate learning & development initiatives to address any remaining gaps. Also focus on retention and knowledge management.

- Lead efforts to elevate our brand as an employer, to ensure we attract the best talent to AIF. Also, continue to drive efficiency and effectiveness in the recruitment process.
- Ensure achieving the highest levels of internal and external standards of compliance in conduct of business.
- Ensure regular conduct of risk assessment, monitoring of compliance and inform management on risks pertaining but not limited to legal matters, code of conduct and AIF standard operating guidelines.
- Lead and Implement leadership development programs utilizing internal and external resources.
- Create a high performance, empathetic and collaborative culture within the organization.
- Lead and implement systems to monitor employee performance, productivity and engagement.
- Lead HR Data Analytics and ensure production of HR Dashboard comprising of Key data across HR Processes, pertaining but not limited to labor engagement, people management, expenditure and statute compliance.
- Support and advise management on fostering the organization philosophy of Diversity and Inclusion at the work place, building a culture where employees can grow and thrive, and creating a safe inclusive environment for all employees and partners of AIF.
- Advise management on marketplace trends regarding compensation and benefits and develop recommendations to ensure competitiveness while meeting the business goals.
- Contribute to organization's transformation process by actively leveraging technology for making the HR function more effective and efficient.
- Oversee staff operations, business planning, and budget development of HR department.
- Research, develop, and update the organization's policies and guidelines
- Represent AIF externally in appropriate forums and with external stakeholders.

Qualification, Experience & Skills:

- Master of Business Administration (MBA-HR) / Master of Human Resources Management (MHRM) or equivalent.
- Minimum experience of 15 years preferably in the HR domain. At least 5 years of Experience in a Team Lead /Senior Management role with active participation in Organization Strategy development and Learning & Development.
- Hands on experience in the area of Performance Management, Talent Development, Employee Relations and Rewards
- Experience in a corporate or development environment and be able to coach, influence and engage leaders and managers.

Soft Skills:

- Integrity, Respect & Responsibility
- Good communication skills and fluency in Hindi and English
- Professional & courteous
- Self-starter and proactive
- Organized, manage multiple projects and initiatives, deliver work on time
- Understanding of budget and external environment
- Collaborative; can work with multiple function/ projects leads in an effective manner
- Team player; an effective communicator with ability to motivate people

Competencies:

- Drive change and innovations: Act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results.
- Develop others: Introduce challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn.
- Coaches others and helps them develop their knowledge and skills; give people authority to make decisions.
- Demonstrate Openness & Flexibility: Actively seek different perspectives; encourage ideas and perspectives that differ from his/her own; adapt own attitudes and behavior to work effectively with different people and situations; take time to listen to others.
- Communicate and Share Information: Share information people need to make decisions or avoid problems; keep people informed about all issues that may affect them; Communicates clearly, concisely and to the point; Keeps people informed on a timely basis of change, key events and decisions that may affect them.
- Manage Complexity: Clarify issues in complex or ambiguous situations; balance competing priorities or goals; make timely decisions using available facts in ambiguous situations.

Reporting: The position will directly report to the Country Director.

Position Availability: Immediately.

Only applications of shortlisted candidates will be acknowledged.

Please send your applications to directorhr.aif@gmail.com.

THE AMERICAN FOUNDATION TRUST

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