

American India Foundation (AIF) – Senior Manager - Human Resources

Position: Senior Manager - Human Resources

Location: Gurgaon, India

Position type: Permanent

Working mode: In-office

Position start date: As soon as possible

Reporting: Director- HR

Reportees: HR Officers and Program HRs.

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 12.9 million lives across 35 states and union territories of India.

Visit www.AIF.org to learn more about AIF's work.

Position Description

The Senior Manager HR is an important role in the People Management function at AIF. This role is critical to the foundation & growth of the strategic people initiatives at AIF.

The incumbent will work closely with the Director HR to deliver organization-wide strategic HR solutions across the HR portfolio including but not limited to Recruitment, Compensation, HR operations, ERP, Grievances, statutory compliances and more.

The role will involve managing the junior HR Team members, collaborating with a diverse group of individuals and personalities across AIF (office & field) to ensure the achievement of individual, functional and organizational goals. The Senior Manager HR will collaborate with all AIF Team members in office & field and the incumbent will require to occasionally travel to AIF's program locations.

Key Responsibilities:

The Senior Manager HR will primarily be responsible for 2 key HR functions, namely Talent Acquisition and Talent management, for AIF by working closely with the HR Officers and Program HR persons. Details of the key responsibilities within each of these are below:

1. Talent Acquisition:

Manage all staff recruitment related activities and goals for AIF such as:

- Closure of open vacancies as per agreed timelines with respective hiring managers across programs & functions.
 - Manage high quality recruitment activities, including but not limited to, attractive Job description, effective job promotion, applicant sourcing, candidate evaluation & selection, offers & onboarding.
 - a. **Candidature Sourcing** – identify new, creative sources and leveraging existing sources for higher & better applications.
 - b. **Selection process** – manage successful selection of the right hires for organizational growth, enhance & standardize selection processes for hiring effectiveness. Support and advise hiring managers for impactful talent acquisition.
 - c. **Candidate pool** – design & build a competitive talent pool of prospective recruits.
 - d. Manage Offers and negotiations for quick closures and high offer acceptance rates.
- Communication – timely, clear and high-quality communication with all internal & external stakeholders.
- Design & manage Internship program & campus drives as per the organizational needs.
- Manage LinkedIn for effective sourcing and branding.

2. Talent Management:

- Manage all people operations across the employee life cycle from pre-joining to post-separation.
- Manage & support compensation initiatives & payroll activities.
- Design & execute retention strategy for key team members, including internal placements of high performing outgoing members, before their exit.
- New Hires Orientation: Design, organize and anchor the New Hire Orientation program to enable easy settling-in and culturalization of new joinees. Collaborate with Program HRs to build a holistic and excellent onboarding experience.
- Support in design & lead the compliance of all HR policies. Conduct policy orientations.
- Manage communication & compliance towards ASH, Child Protection and similar.
- Manage execution of all contracts, offers, letters, certifications for all team members, HR service providers/vendors / partners, as per organizational SOPs & budgets.
- Design & deploy solutions for retention of key staff. Analyze and infer insights & trends from employee attrition feedback & patterns.

- Custodian of staff grievances policy compliance – identify and address staff grievances.
- Work with cross-functional teams to identify HR needs in projects/programs while balancing the overall purpose and requirements of the talent strategy.
- Develop and execute various surveys (pulse, mood, satisfaction, culture & more...) and metrics that will enable the organization to track employee engagement both organization-wide and at program / function level. Manage effective analysis, reporting & action as per the results of the survey.
- Support in creating a stimulating work environment through robust engagement activities.
- Support in achievement of Industry reputed employer branding certifications such as GPTW.
- Create and execute robust and effective communication relating to talent management and talent acquisition.

3. HR process excellence:

Custodian of internal process compliance & excellence across Talent acquisition & Talent management.

- Proactively design and execute internal SOPs and TATs.
- Promote HRIS' adoption across functions & programs for effective HR service delivery. Design & execute training as well as troubleshooting for seamless and 100% utilization of HRIS across all HR services.
- Enhance & support data -driven HR management & reporting. Maintain & share easy, comprehensive and updated reports towards all stages of all vacancies and applications.

4. Other HR Support:

- Assist HR Director in creating & executing a competitive and sustainable Talent strategy.
- Support in HR's financial planning & management, goal setting & reporting.
- Manage & collaborate with vendors design, deploy, and evaluate effective and efficient talent solutions towards Talent Acquisition (Recruitment) and Talent management (HR operations & beyond).
- Collaborate with various geographies to introduce consistency in HR practices and culture.
- Extend any other HR support as per organizational needs.

Education

- Master's degree in Human Resource Management, Organizational Design, Educational or Organizational Psychology, Business Administration (MBA) with a specialization in HR, or similar relevant degree.

Professional experience

- Must have a minimum 8 years of relevant HR experience.
- Demonstrable experience of minimum 5 years of handling all facets of the Employee Life Cycle.
- Minimum 5 years' experience of managing teams in medium or large-scale organizations.
- International exposure.
- Strong experience of collaborating with leaders and colleagues to drive results.
- Experience implementing diverse and high impact HR initiatives to support organizational objectives.
- Demonstrated successful experience working with detailed information and numerical data and presenting it in a way that is easily understood by people at different levels in the organization.
- Experience with event management.

Other competencies:

- Excellent influencing skills.
- Excellent written and spoken English communication skills with proven ability to present to large audiences.
- Strong listening skills.
- Attention to details.
- Creative thinking.

Person Specifications:

- Must have a good understanding and working knowledge of Total Reward systems, Statutory requirements, Compensation best practices, Market benchmarking, Recognition frameworks, Employee Engagement systems, Survey tools and methodologies, Engagement best practices, problem solving techniques, team building techniques, HR Management, HR Audit mechanisms, Dashboards and Statutory Frameworks.
- **Demonstrated success in designing and executing customized, effective & sustainable HR programs in the development sector, especially in fast growing, geographically distributed and small organizations.**
- **Demonstrated success in Recruitments for niche roles, preference for experience of recruitments in the development sector.**
- Demonstrated success in implementing innovative engagement and training techniques, in multiple areas including managerial and leadership development areas.
- Experience in conducting organizational, program level, and individual needs analysis to identify learning and development needs; experience in running targeted development programs.
- Good knowledge of the training/learning related offerings available in the market, including relevant training organizations and service providers;

- Experience in Change management to improve efficiency and effectiveness.
- Exposure to working in a social sector organization involved in fundraising, field work, education, public health, social startups, field-based NGOs, would be an added advantage.

Reporting: The position will report to Director- HR

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing your suitability for the role with the subject line “**Senior Manager - Human Resources**” to indiarecruitments@aif.org

Only applications of short-listed candidates will be acknowledged.