

American India Foundation (AIF)
HR Associate

Position – HR Associate

Program - Livelihoods

Location - Remote

Position Type – Consultancy

Reporting To –Lead - Talent Management & Partner Development

Duration – Initially 6 months Extendable to 1 year based on mutual discussion

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. Learn more at www.AIF.org

About the Livelihoods Program

AIF’s Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has, directly and indirectly, reached more than 1.4 million beneficiaries. To enable a razor-sharp focus on the country’s livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program’s ‘Vision 2030’ focuses on seven “Pathways to Impact” with the goal of creating two million livelihoods and overall reaching out to ten million lives.

Pathways to Impact

1. **MAST 2.0:** Provide Market Aligned Skills Training and Employment as per needs of the geography
2. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
3. **Entrepreneurana:** Create Sustainable Income for Street Vendors
4. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women
5. **Harit Jeevika:** Create Sustainable Green Livelihoods
6. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
7. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas

Key Responsibilities:

Incumbent will be responsible for supporting the HR function and coordinating with project teams to ensure smooth and timely delivery of HR functions as required at various levels. Additionally, as per AIF's strategy the whole livelihoods team is expected to be housed under its 100 % owned Section 8 organization, Market Aligned Skills Foundation. The Incumbent will be involved in the early-stage development of this organization and utilize entrepreneurial skills and assist the CEO in devising the long-term growth strategy. At a later stage the incumbent may be given full time position / transferred to the Market Aligned Skills Foundation as per AIF's overall policy.

- Coordinate with hiring managers to identify the staffing needs and determine the selection criteria.
- Coordinate and prepare JDs based on need.
- Source potential candidates through online channels (e.g. social platforms and professional networks).
- Shortlisting of candidates among the resumes received.
- Plan interview and selection procedures, including screening calls, assessments and in-person/online interviews.
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System.
- Negotiating with candidates and releasing the final offer.
- Initiating the Reference Checks for shortlisted candidates and reviewing the references and credit.
- Coordinating for necessary documents required for issuing the appointment letter and ensuring the letter is being released.
- Follow up and keep connected with the candidate and ensuring joining as agreed.
- Ensure Status reports and updates on recruitment being provided as agreed upon to all concerned.
- Any other tasks assigned by the line manager as per the requirements of the program.

Key Skills and Competencies:

- Bachelor's degree with a Two (2) plus years' previous experience as HR Executive as a recruiter. Exposure to NGO sector would be an added advantage
- Diploma in HR would be preferred
- Familiarity with social media, resume databases and professional networks
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Positive and a go-getter attitude
- A keen understanding of the differences between various roles within organizations
- **Effective negotiation, influencing and communication skill (both verbal and written)**
- Integrity and confidentiality
- Attentive listener, understanding and empathetic
- Able to multitask, prioritize, and manage time efficiently
- Encouraging the team and staff; able to mentor and lead

- Ability to work under pressure and disciplined
- **Basic computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)**
- Willing to Travel based on need

Other:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic development following discussions with the post holder. The post holder would be expected to work to agreed objectives that should facilitate achievements of the key responsibilities in accordance with the performance review process.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to career.livelihoods@aif.org with subject line "**HR Executive (Livelihoods)**".

Along with your CV, please also share a one-minute video resume answering these 3 questions:

- ~ Tell us something about yourself?
- ~ A brief about your achievements as a Professional?
- ~ Your current/last drawn CTC and expectation from the role?

Please upload a zip file including the CV, Covering Letter and video resume.

Only applications of short-listed candidates will be acknowledged.