

American India Foundation (AIF) – HR – LAMP

- **Position:** HR (LAMP).
- **Program:** LAMP
- **Location:** Gurugram
- **Nature of Employment:** Fixed Term
- **Duration:** 1 year
- **Reporting to (Dual):** Head of Operations (LAMP) & Director- HR
- **Position Availability:** Immediately

Organization's 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.

About the LAMP Program:

The Learning and Migration Program (LAMP) provides access to quality education opportunities to children in areas of seasonal migration, while also advocating to communities and governments the universal right to education. LAMP operates in highly underserved, remote districts, where school dropout often occurs due to distress seasonal migration undertaken by the family. This has a multiplicative effect on children, as they are forced to drop out of schools in order to accompany their parents to migration sites and are also engaged in manual labour in hazardous industries such as brick kilns and salt pans. LAMP works with all stakeholders, including community and Government, through a synthesis of basic interventions to improve access, quality and governance. This ensures that children remain in the school net and develop strong foundational skills. AIF engages with various levels of Government and its focus on systemic change has resulted in an effective track record of influencing education policy in India. Initiated in 2004, AIF's LAMP has impacted the lives of over 5,14,000 children. In 2018-19, LAMP worked across 7 states covering more than 1,200 schools, 1,200 villages and 46,000 children.

Role Overview:

The HR (LAMP) will be responsible for activities and initiatives towards all the human resource needs of the LAMP Program. The incumbent will work closely with the program team to ensure effective support of the HRM needs of the program (pan-India) and with the central HR team to ensure LAMP Program's HR activities & processes are aligned to the org wide Policies and practices.

This role is critical to the success of the Program's implementation and offers tremendous learning and contributing opportunities for someone who enjoys working with fast-growing social impact teams impacting lives at the grass root levels.

Key Responsibilities:

Talent Acquisition :

- Participate in forecasting and staffing planning.

- Responsible for conducting and managing the end-to-end recruitment process for the LAMP program, in close coordination with the Head of Operations & respective project leads / regional managers for all vacancies in the program (staff & consultants), which includes sourcing & screening of CV's, coordinating interviews, final salary negotiation, reference checks as required, offer rollouts, post offer follow-ups.
- Prepare the recruitment plan and manage TATs.
- Collaborate with central HR to build a talent pipeline for niche vacancies.
- Track and timely report recruitment MIS and Dashboard update w.r.t LAMP program.
- Provide support in writing job descriptions, including designing structures, framing of responsibilities, nomenclatures and Title management alongside org-wide HR practices.
- Design & implement systems and processes to maintain records of end-to-end recruitment activities and collaterals for vacancies in the LAMP Program.
- Lead and participate in selection processes for effective hiring of team members, on a need basis. Train & facilitate the program's hiring managers to enable effective hiring.
- Collaborate with central HR to build a talent pipeline for niche vacancies.

ERP and Human Resource Information Systems:

- Maintain smooth running of the Human Resources Information System (HRIS Database) and filing systems (physical + digital).
- Maintain up-to-date job descriptions library.
- Ensure all the details of consultant & staff personal files are updated in a central repository, monthly.
- Support the development and implementation of HR modules for the ERP Implementation & adoption, SOPs and SLAs.

Talent Management:

- Ensure structured and smooth onboarding formalities, and facilitate induction and orientation of new recruits.
- Ensure issuance/renewal of service contracts of new/ existing staff & consultants. Manage the complete life-cycle and HR Operations from onboarding and probation to exits for all LAMP team members. Ensure compliance with internal org-wide HR practices as well as statutory compliances in this regard.
- Work closely with the central HR team for the timely and effective completion of performance appraisals.
- Understanding & mapping needs of training and career development. Evolving with a plan of action & implementing the plan as per the program budget by working in close coordination with central HR and LAMP leadership.
- Collate & maintain up-to-date Insurance data on monthly basis for all consultants & staff under the Digital Equalizer program.
- Provide administrative support for ID cards & visiting cards and email ID creations for consultants & staff under the Digital Equalizer program.
- Undertake initiatives and key processes that will improve the overall communication and work efficiency of the staff and consultants engaged under the LAMP.
- Custodian of all LAMP's staff & consultant's HRIS / HR databases.
- Ensure collection and maintenance of required documentation and maintenance of all HR records.
- Ensure effective implementation of day-to-day HR operations under the LAMP.
- Timely, responsive and accurate closure of all HR operational issues.
- Conduct exit interviews and facilitate a smooth relieving process.
- Obtain constructive feedback for the LAMP program's HR support and systems and implement corrective measures accordingly
- Develop & maintain an Employee Engagement calendar for the year including the LAMP staff retreat and Recognition program for the LAMP program.

- Troubleshoot, counsel and sensitize LAMP teams on Org-wide HR policies and procedures.
- Be the one-stop point person for all HR matters for the program. Work closely with the central HR Team to facilitate the LAMP program's HR needs in alignment with org-wide HR practices.
- Support the development and implementation of new HR initiatives and systems such as the HR Policy Manual, HR surveys, Board Updates on HR metrics, GPTW support etc, on a need basis.

Compliance: Laws & AIFT's regulations

- Ensure legal/statutory compliance across LAMP Program w.r.t labour laws & amendments including but not limited to ASH, Child Protection, Maternity, ESIC, EPFO, wage codes etc.
- Ensure internal compliance across LAMP Program w.r.t HR policies & practices including HR Manual based policies, Anti-bribery, Anti-corruption, Grievance redressals, Whistleblowing and any other policies.
- Support the program team for disciplinary and Grievance issues acting as the first point of contact for any consultant /staff grievance coming across under the LAMP Program in close coordination with the Head of Operation & Director-HR. Report all consultant & staff relation grievances conflicts to the Director – HR. Work closely with the central HR Team to resolve grievances.

Qualifications:

- Master's degree in Human Resource Development/Management /Industrial Relations from a reputed university/ institute.

Work Experience:

- Minimum 5 years of experience working in a reputed International NGO handling Programmatic HR Operations.
- Must be adept at problem-solving, including being able to identify issues and resolve them in a timely manner.
- Must have proven experience with relevant laws, policies and procedures.

Personal Attributes:

- Good relationship-building skills, including the ability to motivate staff effectively.
- Excellent interpersonal and negotiation skills with a demonstrable ability to lead influence and motivate others.
- Excellent communication skills and abilities, self-confidence, energy and a strong spirit.
- Good Communication Skills.
- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Ability to work in dynamic and complex business environments with fast-changing needs.
- Sets and maintains high standards of performance for self and effectively encourages other staff to do so.

Other: 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.