

## **American India Foundation (AIF)**

**Position** - Consultant

**Role** - Human Resources Associate

**Number of position** - One (1)

**Program** - Livelihoods

**Location** – Delhi NCR

**Position Type** - Consultancy

**Reporting To** - Senior Manager-Human Resources

**Duration** – 11 months

### **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. Learn more at [www.aif.org](http://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 1.2 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. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
2. **Entreperana:** Create Sustainable Income for Street Vendors
3. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women over 3.5 years
4. **Harit Jeevika:** Create Sustainable Green Livelihoods
5. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
6. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas
7. **Future Workspace:** Create Aspirational career pathways for Youth and Women

**Position purpose:** To support HR function based on below mentioned key responsibilities.

**Key deliverables:**

- To support Senior Manager-HR for recruitment of Livelihoods Team.
- Screening of resumes received assessing the candidates as per the job description for respective roles & scheduling the interviews with shortlisted candidates.
- Initiating the Reference Checks for shortlisted candidates and reviewing the references and credit
- Coordinate with the team internally to the complete hiring process once the candidates have been shortlisted, thereby facilitating the recruitment processes including scheduling interviews with concerned based on their availability
- Preparing contract letters and to support in closing the hiring requirement.
- Coordinate and ensure all documents are being received for the candidates onboarded.
- Provide an updated list for Insurance, visiting cards, ID cards, HRMS to central HR for further processing and ensure that the employees receive the same.
- Coordinate on renewal of contracts and ensure the process is completed and letters issued as per recommendation received. Sending the data on Contract renewals, Preparing contract Renewals.
- Support and work closely with Senior Manager-HR to ensure smooth operations in the department.
- To maintain the complete HR MIS & staff & consultant files on real time basis.
- To support Senior Manager-HR in arranging employee engagement activities.
- Any other tasks assigned by the line manager as per the requirements of the program.

**Key Skills and Competencies:**

1. Graduate, Preferably in Management
2. Minimum 2-3 Years of experience with a proven experience to provide HR support in working/supporting in multi-stakeholder projects
3. Strong interpersonal skills and Excellent written & verbal communication skills
4. Willing to travel.
5. High personal and professional integrity

**Other:** Monthly fees 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 by clicking [HERE](#)

Deadline for applications: **31<sup>st</sup> May, 2023**

Only applications of short-listed candidates will be acknowledged.