

Basic information	
Position	HR Manager
Job location	Ranchi - Jharkhand
No of positions	01
Last Date of Application	5 th July 2022

About PHIA Foundation
<p>Partnering Hope into Action (PHIA) Foundation is a Charitable Trust registered in India. Its vision is a society free from poverty, exclusion and discrimination and all people live with justice, peace and dignity. PHIA works for the eradication of poverty among the poor, vulnerable and marginalised communities in India. PHIA believes in promoting equality, dignity and social justice so that everyone regardless of gender, caste, class, ethnicity, religion, colour, culture and physical abilities can live a life free from poverty, exclusion and discrimination. It works in partnership with civil society and community-based organisations. PHIA facilitates the empowerment of poor, vulnerable and marginalised communities so that they can be in-charge of their own development. Gender equality crosscuts all of PHIA's work.</p> <p>PHIA Foundation interventions and programmes are present in the states of Bihar, Jharkhand, Madhya Pradesh, Uttar Pradesh and Delhi NCR. It works on both long-term development programmes and humanitarian response. The organisation follows a rights-based approach for inclusive and sustainable development. Evidence-based advocacy to improve policy implementation is integral to its approach. PHIA works in partnership with a variety of stakeholders that include Civil Society Organisations (CSOs), the private sector, multilateral and bilateral development agencies, philanthropy institutions and the Government institutions to bring capabilities and capacities together to find scalable solutions to address poverty, and promote social justice, equity and dignity.</p>

About the Position
<p>PHIA Foundation, is seeking to hire a qualified candidate to fill the position of HR Manager to lead plan, coordinate and implementing HR, admin and policies in the organization. The role will have the overall responsibility for driving and institutionalizing HR best practices in the organization. This is a state level position based out of Ranchi, Jharkhand.</p>
Job Description
<p>Duties and Responsibilities:</p> <p>Organizational Development:</p> <ul style="list-style-type: none"> Developing and implementing HR strategies and initiatives for the organisation. Implementation and upgrading HR policies and procedures annually Facilitate induction and training of staff/ consultant on policies and processes and coordinate with team leaders for new joiners. Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures

- Keep a record of Performance Review, Learning and Development Forms and course enrolments.
Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees

Recruitment

- Support recruitment process.
- Create / update job descriptions/ Terms of reference/ Scope of Work.
- Place the jobs for internal applications and with recruitment agencies and/or with other recruitment online portals.
- Shortlist CVs, participate in interviews, as required, follow up with reference checks, contact the successful candidate with job offer.

Performance Review and Training and Development:

- Develop methods of measuring if performance management aligns with organizational objectives.
- Coordinate with Team leads to plan the annual staff performance reviews (objective settings/ year-end reviews etc.

Documentation, Reporting and Support:

- Ensure that the HR master database is regularly updated.
- Provide HR reports to the Senior Management, as and when required.
- Point of contact for employee consultations with regards to salaries, benefits and other personal queries.

Qualifications/Experience/skills/knowledge and expertise

- Applicant must have a Post Graduate degree in Administration and HR
- Minimum 5 years of proven work experience as a HR Manager or HR and Admin Manager
- Talent in negotiating and networking with vendors and knowledge of the market. To oversee procurement management.
- Strong attention to detail and accuracy
- Flexibility and adaptability
- Display a clear commitment to community work, carry interpersonal skills to communicate with the community and staff
- Experience in coordinating/dialoguing with health and other concerned state and district department.
- Willingness to travel to the field extensively as required in the project.
- Strong interpersonal and communication skills
- Computing Skills (Should be well versed with MS Office, especially word, excel, PPT and electronic communication).

How to Apply:

Eligible candidates interested in this position are requested to apply through this link <https://docs.google.com/forms/d/10LORYz4WRTtbBef7HoHexzh3I1fXmMgMS134RmtqhAc/edit> with an updated resume including the names of two referees, one of whom should be your present or last Reporting Manager, by or before **05-07-2022**. The interviews will be conducted on a rolling basis as we keep on receiving applications till a suitable candidate is found, so the applicants are advised to apply as early as possible.

PHIA constantly strives to have an inclusive and diverse team and individuals from marginalised sections like Scheduled Castes, Scheduled Tribes and others, women and other gender identities are encouraged to apply. Owing to the high number of applications expected, only short-listed candidates will be contacted. If you do not hear back from us by 05 July 2022 kindly assume that your application has not been considered this time by us.