

<b>Basic information</b>	
<b>Position</b>	Admin and HR Assistant - Delhi
<b>Job location</b>	Delhi
<b>No of positions</b>	01
<b>Last Date of Application</b>	31 <sup>st</sup> July 2022

<b>About PHIA Foundation</b>
<p>Partnering Hope into Action Foundation (PHIA) is a Charitable Trust registered in Delhi. 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 marginalized communities in India. It works in partnership with civil society and community-based organizations. PHIA facilitates the empowerment of poor, vulnerable, and marginalized 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 programs are present in the states of Bihar, Jharkhand, Madhya Pradesh, Uttar Pradesh, and Delhi NCR. It works on both long-term development programs and humanitarian responses. The organization 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>

<b>About the Position</b>
<p>PHIA Foundation is looking forward to recruiting an Admin and HR Assistant for its Head Office in Delhi. For the Admin and HR Assistant the major responsibilities would include, managing documentation of staffs, consultants and vendors, support in accounting and procurement documentation as well as responsible for administrative and HR related tasks. Overall the incumbent will contribute to making the organization a better place to work while providing excellent assistance and support to the team.</p>

## Job Description

The key responsibilities for the position are as follows:

### **A) Human Resource support:**

- Assist in the recruitment, selection and the smooth on-boarding of new team members
- Draft appointment letters, increment letters contracts, etc. for staff and consultants.
- Facilitate the induction for new recruits, termination/ exit process, exit interview for employees and coordinate the handover management in the organisation
- Employee database and leave management
- Coordination with the state teams for HR functions.
- Streamline and standardize reporting structures for employees and consultants
- Support HR and Finance functions with database and MIS reports.

### **B) Accounts and Administrative support:**

- Safe keeping all documents related to projects and office.
- Maintain and update the records of service providers and vendors and coordinating for necessary documents.
- Maintain and updates lists of names, addresses and telephone numbers of project staff
- Maintain and update files and records of incoming/outgoing documents in the timely manner
- Ensure necessary office utilities are in place and functional.
- Follow up and maintains lease agreements, vehicle log sheets and service agreements etc.
- Support on procurement of materials required projects and office equipment etc.
- Maintaining Asset/Stock Inventory of office as well as for projects in coordination with project staffs.
- Ensure office assets and equipment properly labelled and entered into asset register.
- Hiring of vehicle for employees and consultants' usage based on approved request.
- Arranging for Transport, lodging and boarding for visitors and staffs.
- Assist in petty cash management.
- Organise team meetings, retreats & development programs for employees and consultants
- Support Finance processes with documentation and other reports.
- Coordination with state teams for database or MIS reports
- Any other task assigned by the line manager

#### Qualifications/Experience/skills/knowledge and expertise

- Required qualification for this position is graduate or above
- Excellent proficiency in Hindi and working knowledge of English is required
- More than five years of experience in administration assistance and support
- Experience of working in development sector would be preferred.
- Computer skills required including knowledge of Microsoft Word and Excel
- Strong interpersonal and communication skills.

#### How to Apply:

Eligible candidates interested in this position are requested to apply through this link <https://docs.google.com/forms/d/e/1FAIpQLSeIrcry3V2XrxSPgbtG5PXhTX-RaAfRyOzSPVmdQhHioGnxA/viewform> with an updated resume including the names of two referees, one of whom should be your present or last Reporting Manager, by or before **31-07-2022**. 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 10<sup>th</sup> August 2022 kindly assume that your application has not been considered this time by us.