Position:	Manager (Human Resource)
Number of Position:	One (1)
Type of Job:	Contractual Fixed Term Employment
Tenure:	Initially one year (01 April – 31 March 2025) (The period can be extended till 31st March 2027 based upon performance evaluation)
Place of Posting:	Gurgaon
Essential Qualification & Experience:	**Qualification:** MBA (Human Resource) or PG Diploma (Human Resource) from a UGC recognized university/institution. **Experience:** Minimum 9-10-year experience in human resource, staff trainings, HR management, out of which 7-year experience of working in reputed non-government organization or government department or projects of international development organization viz. UNICEF, WHO, Global Fund, UNAID, USAID.
Desirable:	Experience in management of multi projects staff.
Age Limit:	Maximum 45-year age
Remuneration:	Max. Rs. 1,50,000 per month (all inclusive) (The remuneration will be commensurate with the qualification and relevant experience.)
Travel: (Candidates who can travel frequently to manage trainings in different parts of the country only needs to apply)	Official travel to regions/states to as required for the programme. While travelling, the employee will receive a fixed per diem allowance for boarding/lodging expenses as per travel policy of the organization.
Last date to apply:	30 April 2024

About Organization
TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects.   TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Roles & Responsibilities
1) Office Management: Ensuring the maintenance of office decorum, discipline and compliances by all staff and consultants.   2) HR Management: Manage and oversee all HR activities of the organization.   3) Plans and Reporting: Prepare annual work plan (AWP), work report (WR) & action taken reports (ATR) of HR Functional Area for the Governing Body. Managing MIS / Trackers / Database / Dash Boards.   4) Coordination: Coordinate with all functional area in-charge to understand their workforce requirements and update them from time-to-time w.r.t to their respective recruitment status.

5) Vacancies Management: Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.
6) Recruitment: Responsible for recruitment of all the positions in the organization. Ensuring smooth onboarding & offboarding of organization personnel.
7) Background Checks: Ensure all the reference checks, background check, police verification are completed before joining of any personnel in the organization.
8) HR Contracts: Ensure that all appointment letters/service contracts are vetted thoroughly before entering the agreement/contract/renewal of the agreement/contract.
9) Confidentiality: Ensure the highest level of confidentiality is maintained w.r.t information, documents, files, personnel affairs of staff and consultants.
10) Pay Roll: Full control on pay roll software and ensuring the monthly remunerations of staff or monthly consultancy fee is properly vetted and is released as per norms of the organization within timeline.
11) HRMS: Full control on automated attendance system / HRMIS software and generate reports as and when required.
12) Statutory Compliances: Responsible for timely statutory compliances of the organization.
13) Insurance: Coordinate with insurance companies for ensuring the addition, and deletion of personnel in the policies and reimbursements are smooth and ensured to the policy holder.
14) Staff Appraisal: Annual performance appraisal exercise is initiated and completed on time.
15) Grievances: Prepare a draft reply for all queries of personnel or authorities or grant award agencies within the stipulated time.
16) POSH: Coordinate POSH and other committees as per assignments given by the organization from time to time.
17) Review of HR Policies: Review of HR policies and SOPs as per requirement or timelines fixed and amend them with approval of competent authority of the organization or Governing Body.
18) ISO Compliances: Creating forms & formats to comply with ISO:9002 standards. Induction and orientation trainings for new joiners, refresher trainings for staffs. Ensure all the files are maintained as per the norms of the organization in a meticulous manner.
19) Reporting to Director General.
20) Willing to work additional hours as & when required by the organization.
21) Undertake any other assignments, which may be given from time to time by the organization.

Remember:
1) Check your eligibility before applying.
2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
4) No TA/DA will be paid to attend the interview in person.
5) The advertised position can be cancelled/varied as per the discretion of the employer.

Interview Criteria
1) Initially shortlisted candidates will be interviewed in virtual mode.
2) Shortlisted candidates from virtual mode interview will be invited for in-person interview at Gurgaon.
3) The candidates invited for in-person interview may subject to written test or presentation to understand their ability to work with the organization.
4) Final selection will be made from the candidates invited for in-person interview at Gurgaon.

Link to apply for the position

Application link