



### **Job Description**

**Position Title:** Senior Executive-Human Resource

**Position Reports to:** Head- Human Resource Development(HRD)

**Location** – Delhi (with frequent travel to Project Locations in India)

### **About PCI India:**

Project Concern International/India (PCI) has been working in India since 1998. Over these several decades, PCI has maintained a diversified portfolio, working in rural and urban settings in the areas of integrated health and community development with programs focusing on low-income, vulnerable and hard-to-reach population in close partnership with national and state governments and civil society organizations. PCI is known for high-quality and innovative programs that strengthen local capacity and empower communities, civil society organizations and local governments as agents of their own advancement. With seven on-going programs, we currently have a presence in 155 districts across 10 states in India.

### **Job Summary:**

This position is responsible for providing support in the various human resources functions, which include support in increasing the Bench Strength of PCI India, Human Resource Relation- Legal and statutory compliance, Board and Governance.

The incumbent provides advice and assistance to supervisors and staff in various processes which includes preparation and review of job descriptions, performance reviews and personnel policies of the organization. The position shall also coordinate with the field staff in regards to all HR processes by advising and supporting supervisors and staff selection committees. S/he will assist the PCI India communication team on all internal and external communications. Apart from this the incumbent is also responsible for ensuring that they have accurate and timely information in order to make effective decisions.

### **Job Responsibilities:**

#### **1. Support in increasing the Bench Strength :**

- Provide advice and assistance in writing job descriptions which includes the designing of structures and framing of responsibilities.
- Develops and implements systems to maintain records to track recruitment activities
- Ensure new hire approval from all hiring managers.
- Prepare notices and advertisements for vacant staff positions
- Responsible for downloading CVs for the open position and maintaining it in excel data base.
- Schedule and organize interviews.
- Conduct reference checks of shortlisted candidates

**2. Organizational Socialization:**

- Preparing the induction plan in close co-ordination with all departments at PCI India
- Verification of joining formality documents.
- Ensure official email id creation.
- Orientation to existing employees on new policies, process, systems and updates
- Responsible for enforcement of Organizational policies, process and systems

**3. Human Resource Relations- Legal and statutory compliances:**

- Facilitate industrial/employee dispute resolutions, disciplinary enquiry and proceedings, and administer disciplinary procedures as per the law of the land.
- Provide employees with information about policies, job duties, working conditions, wages, opportunities and employee benefits.
- Analyse and develop the agreements, contracts, administer compensation, benefits and performance management systems, and safety and recreation.
- Coordinate organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Comply with statutory and legal provisions, returns and compile MIS (Management Information System) concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyse statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's HR policies and practices.
- Analyse and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements. Represent organization at personnel-related hearings and investigations. Study legislation, arbitration decisions, and collective bargaining contracts to assess industry/peer organisation trends.
- Plan, organize, direct, control or coordinate the personnel, training, or industrial relations activities of an organization.
- Support in management of budgets, grants and donor compliances

**4. Human Resource Information Systems:**

- Maintain smooth running of the Human Resources Information System (HRIS Data base) and filing systems.
- Maintain updated personnel records (personal details, position, salary, appraisal outcomes, training and awards, file notes, S.M.T decisions and updated policies).
- Ensure that updated job descriptions are in place.
- Ensures maintenance of current and historical human resource records by designing a filing and retrieval system in accordance with generally accepted policies and guidelines.
- Responsible for filling timesheets and leave application for PCI India Staff.

**5. Board and Governance:**

- Be proactively involved in building and maintaining a strong Board and its governance structures and mechanism to ensure that individual and institutional members understand and fulfil their commitments.
- Support the Head- HRD and the senior leadership team and work as a resource to the Board in all areas of programs, risk management, development, finance, policy, and governance.

- Organise Board, Annual General Body and other meetings of the Board committees at regular interval, document the minutes and disseminate the same at a timely manner. Facilitate meetings and program events with representation of key members and stakeholders

**6. Communication:**

- Assist the Communication team in updating program updates, events, visits, conference pictures/videos on Twitter, Facebook and LinkedIn and other social networking platforms
- Assist the communication team to launch and manage the PCI/India website
- Coordinate with program persons to share photo/picture/video to share on daily basis
- Support in updating updates on PCI Chatter (internal interface) and videos on PCI Official You Tube Channel.

**Qualifications:**

- Master's degree Human Resource Development/Management /Industrial Relations from a reputed university/ institute.
- Candidates with additional degree/diploma in Mass Communication will be given preference.

**Work Experience:**

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

**Personal Attributes:**

- Exceptional relationship building skills, including the ability to motivate staff effectively
- Excellent interpersonal and negotiation skills with demonstrable ability to lead influence and motivate others.
- Exceptional communication skills and abilities, self-confidence, energy and a strong spirit of teamwork.
- Versatility to combine self-management and self-driven when working alone with productive team membership when working with the team.
- Good Communication Skills: English writing and reading skills, proficiency in other regional languages will be a plus.
- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Sets and maintains high standards of performance for self and effectively encourages other staff to do so
- The incumbent must maintain confidentiality, use sound judgment and perform independently with the following professional attributes:
  - Maintain standards of conduct
  - Be respectful
  - Possess cultural and political awareness and sensitivity
  - Demonstrate sound work ethics
  - Be consistent and fair

**Grade and compensation**

- **Grade: B**

- **Compensation:** The Annual Salary for the position shall be up to 3,60,000 INR. In addition to the salary, the person shall receive other benefits like Gratuity, Medical insurance for self and Accidental Insurance

#### **Application process**

All applicants to send their updated resumes along with the subject line: Application **Senior Executive-Human Resource** and share the application and cover note on [pciindiahr@gmail.com](mailto:pciindiahr@gmail.com) by 14<sup>th</sup> Feb 2019.

*PCI India is an equal opportunity provider and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability and/or marital status. Due to heavy inflow of resumes, only shortlisted candidates will be contacted.*