

## **JOB DESCRIPTION**

**OPENING FOR: Director - Human Resources & Administration**

**NAME OF THE PROGRAM: CENTRAL OPERATION**

**ROLE REPORTS TO: CEO**

**JOB LOCATION: SANTACRUZ**

### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children. Our approach is two-pronged: it recognizes that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

### **Purpose of the role**

Is to guide, manage and provide strategy on the people function of the organisation and ensure smooth operations across all locations.

### **THE PROFILE**

#### **RESPONSIBILITIES**

##### **Human Resources:**

- Translating the organization strategy and goals into an HR strategy and providing inspirational leadership for program and HR team
- Providing strategic counsel on all people matters
- Developing and implementing OD strategies in alignment with organizational goals;
- Managing general HR practices such as recruitment, staffing, performance management system, capacity building, staff orientation, compensation and benefits administration; Managing employee relations, conflict resolution, employee welfare services.
- Managing labour law and other regulatory policy compliances;
- Ensuring open and transparent communication channels in the organization and implement HR strategies, systems, policies and procedures to the last level.

- Review and draft contracts, agreement and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Leading the analysis of employee feedback and data, with the aim of creating a better working environment and engaged culture
- Creating and managing the HR & Admin annual budget
- Reviewing Mid-Year and Annual Appraisal and derive analytical and impactful outcomes
- Review Behavioural and Professional competency trainings and people development workshops conducted by HR & Capacity Building Team
- Any other work that may need to be addressed

#### **Administration:**

- Day-to-Day administrative & HR functioning to enhance and keep up the productivity.
- Providing clean and hygienic work environment for smooth flow of work so as to achieve efficiency by ensuring proper housekeeping schedule at all Centers
- Formulating operating budgets; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of SNEHA objectives.
- Planning & monitoring security arrangements involving preparing security plans & deployment of security personnel; coordinating with other forces to spearhead operations to safeguard staff and materials
- Negotiation of contracts, vendor management and development
- Ensuring office space is available for programs to operate from. Negotiates contracts, manages vendor relationships, acts as primary liaison with SNEHA's landlords and subtenants.
- HR & ADMIN audit
- Any other work that may need to be addressed

#### **EDUCATION QUALIFICATION REQUIRED:**

##### **Post Graduate Degree in Human Resources**

##### **Management**

- 15+ years working experience in the HR field
- Experience of handling large teams

##### **DESIRABLE**

- Worked with an NGO in a similar capacity

### **ESSENTIAL SKILLS FOR THE ROLE**

- Commercial Acumen - Being able to understand NGO finances, resourcing and the ultimate aims of the NGO is important
- Professional Expertise –A strong working knowledge of employment law issues, best practices and processes in HR and Admin as well as experience of handling employee relations
- Coaching and Mentoring –Proficient in developing management and leadership skills at all levels
- Trust and Integrity – This incumbent interfaces with the CEO, ED and the senior management on a regular basis and thus a trusted confidante on people issues, unafraid of giving your unbiased opinions and expertise
- Role Model - As a senior member, the incumbent is expected to demonstrate and lead on the values, initiatives and culture of the organisation

### **DESIRABLE SKILLS FOR THE ROLE**

- Organizational Skills – personal efficiency, time management skills and the ability to prioritize competing demands
- Communication Skills – The incumbent is expected to lead the HR & Admin team, managing diverse personalities and viewpoints. Consequently, emotional intelligence, the ability to build relationships and collaborate with others is vital
- Agility - Flexibility and ability to work on multiple projects and tight schedules and handle ambiguity
- Diversity - Ability to work comfortably with diverse populations, with sensitivity to issues concerning Health, Nutrition and Violence.
- Influencing - Ability to articulate in a compelling fashion what's good for the organization from an HR & Admin perspective.
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated from this role. Other tasks may be assigned as necessary according to organizational needs.

### **APPLICATIONS**

Interested candidates can send CV via email on: [Sankalpa.das@snehamumbai.org](mailto:Sankalpa.das@snehamumbai.org) with Subject line:

SNEHA: DIRECTOR- HR AND ADMIN- SANTACRUZ