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| **Designation:** | Deputy General Manager-HR |
| **Job Department:** | Human Resource |
| **Reporting Manager:** | For Human Resource functions will report to Head HR |
| **Job Location:** | New Delhi, Head Quarter |

**ROLE DESCRIPTION:**

Responsible for Talent Acquisition, Employee Onboarding, Talent management & Performance Management, Employee Grievance/Issue handling & Exit interview, MIS Reporting, , New Initiatives, Automation, R & R, related to employees, Work Culture enhancement

**DEPARTMENT DESCRIPTION:**

The Human Resources Department (HR) provides overall policy direction on human resource management issues and administrative support functions related to the management of employees.

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| **COMPETENCIES/ SKILL SET:**   * MBA HR with minimum 8 years of experience in HR / Human Resource * Solid expertise in HR functional areas including Talent Acquisition, Employee Onboarding, Talent management & Performance Management * Demonstrated ability to drive HR processes and to deliver high quality HR services in a fast paced, high change environment. * Must have a strategic approach with demonstrated effectiveness at working with the leadership team to execute human capital strategies necessary to achieve positive business outcomes. * Able to provide insights and recommendation on people * Should be ethical and empathetic * Great team player and ability to work effectively in a dynamic organization environment * Strong written and oral communication essential * Strong at planning and multi-tasking   **KEY RESULT AREAS:**   * Ensuring recruitment efforts to manage full life cycle of employees including job posting, searching resumes on job sites, pre-screening resumes and applicants, setting up interviews (telephonic, written test & personal), negotiating salaries and checking references and updating database * Supporting HOD’s through the full cycle recruiting and on-boarding process and working on various HR activities such as: * Updating personnel files and employee status changes * Reviewing annual performance reviews * Manpower planning. * Supervising work related to appointment letters , joining formalities & all miscellaneous work * Supervising activities of biometric and smart office and maintenance of attendance and leave records, necessary for processing payrolls of employees. * Resolving employee grievances. * Employee engagement and Disciplinary matters.   **DUTIES AND RESPONSIBILITIES:**  **Talent Acquisition/Employee on boarding –**   * Sourcing candidates * Helping with initial screenings * Organizing candidates interview * Induction and orientation of new joinees   **Talent Management & Performance Appraisals-**   * Re-visiting all JD’s and KRAs with support of Line Managers/HOD’s * Time bound implementation of appraisal process   **Employee Grievance/Issue Handling/Exit Interview –**   * To resolve conflicts and issues in a time bound manner * To review the existing exit interview format to record independent feedback of the separating employee   **Development Interventions/Rewards & Recognition –**   * To activate the system of issuing appreciation letters to the employees/volunteers for outstanding achievement (not more than 2 persons from each department and region) on quarterly basis * To work on employee engagement activities through internal & external training (data to be captured from the appraisal reports)   **New Initiatives/Automation, R & R, compensation & Benefits benchmarks –**   * Re-execution of payroll through software * Formalization of Cadres and Restructuring of salary bands.   **Employee Engagement**   * Design and implement initiatives and programs aimed at improving employee engagement and satisfaction. * Create and maintain effective communication channels to keep employees informed and engaged. * Design and conduct employee surveys to measure engagement levels, identify areas of improvement, and gather feedback on organizational policies, programs, and practices. * Establish and manage employee recognition programs to acknowledge and reward outstanding performance, teamwork, and innovation. * Collaborate with the Learning and Development team to identify training needs and opportunities for skill enhancement. * Contribute to shaping and promoting a positive and inclusive work culture. * Plan and execute employee events, celebrations, and activities that promote team building, collaboration, and employee morale. * Collect, analyze, and report on employee engagement data, including metrics, trends, and feedback.   **Work Culture enhancement –**  To create values statement for the organization to be followed by the management, employees, volunteers, PSG and KCK members towards all stakeholders.  **HR :**  **Team Management:-**   1. Provides leadership and supervision to the team for all human resource activities 2. Responsible for Induction and orientation of a new team member. |
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