|  |  |
| --- | --- |
| **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.

|  |
| --- |
| **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.
 |
|  |