



Job Description: Director - HR & Volunteer Management

About SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster recovery, response and preparedness. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approach to building long-term resilience of the communities it serves. As SEEDS looks at completing 25 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position

The Director HR and Volunteer Management will be responsible for the overall Human Resource management and volunteer management of the organization. He/She will report to the Chief Operating Officer

Responsibilities:

1.H.R. related

- Take lead in recruitment of staff members - coordinate with recruiting agencies, preliminary shortlisting of candidate and facilitate interviews
- Facilitate Induction of new staff members, in coordination with other verticals
- Identify Leadership funnel for all core staff and report gaps to management
- Lead in providing social securities to staff like PF, insurance coverage, gratuity, health policy etc.
- Identity training needs and facilitate trainings to staff members
- Initiate appraisal on probation and conduct annual 360-degree performance appraisal
- Create a work friendly environment, organise staff retreats and events
- Supervise timely confirmation of staff, renewal of contracts
- Monitor efficient utilisation of time by staff through time sheet and other tools
- Ensure proper security measures for staff, assets and office across the organisation
- Promote appreciations, rewards and recognitions through various measures like employee of the month, increments, awards and certificates
- Responsible for Maintenance of staff records and files
- Issue of all staff related letters, contracts and other letters as per the organisational guidelines
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Facilitate smooth exit formalities, Conduct and analyse staff exit interviews; and recommending changes.

2. Volunteer Management

- Engaging with internal teams to identify need / projects for volunteers.
- Identify and engage with suitable channels for finding suitable volunteers.
- Talk to volunteers, understand their availability, skills, and connect with internal teams.
- Facilitate induction formalities of volunteers
- Conduct Volunteer Engagement Activities with selected volunteers
- Post completion of engagement by volunteer conduct exit formalities

3. Other Responsibilities

- Lead Digital adoption in HR vertical
- Provide support for emergency response
- Ensure efficient delivery of expected outputs from the key positions reporting to you
- Any other duties related to this position that emerge from organisational management planning as and when required

Requirements

a) Qualifications / Skills:

- Hiring
- Human resources management
- Benefits administration
- Performance management
- Communication processes
- Compensation and wage structure
- Supporting diversity
- Employment law
- Laws against sexual harassment
- Volunteer management

b) Education and Experience:

- Bachelor's degree in Human Resource Management from a reputed four-year college or university
- 5+ years of experience in progressively responsible human resource roles
- 3+ years of experience in Labour Relations and Employee Relations
- 3+ years of experience in a supervisory role

We value

- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities

- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous and highly flexible environments
- Ability to work and deliver independently as well as be part of a team

Location

New Delhi, India

Travel

Willing to travel up to 20% of the time, sometimes in emergency situations

Term

2 years

How to Apply

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject 'Director H.R & Volunteer Management in SEEDS -Delhi Office' latest by 13th September 2020. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at www.seedsindia.org.