

## Language and Learning Foundation (LLF)

**Position:** HR and Admin Manager

**Nature of Employment:** Full time

**Location:** New Delhi

### Key responsibilities

#### Performance Management

- ✓ Track probation reviews with timelines and ensure outcomes are communicated formally through letters.
- ✓ Communicate the process of annual / midyear appraisals, receive, verify the forms and share the consolidated outcome in specified formats.
- ✓ Ensure that contract renewals are done in a timely manner.

#### Staff Development and Team Building

- ✓ Support Director (Operations) in mapping professional development needs
- ✓ Organize annual Staff Retreat in coordination
- ✓ Handle employee grievances formally and informally, forward them to concerned department and follow up for resolution.

#### Recruitment

- ✓ Maintain a database of budgeted positions viz-a-viz current status, number of vacant positions and work towards providing suitable manpower for vacant positions.
- ✓ Contribute actively in planning the recruitment cycle of new requirements and implement them.
- ✓ Planning and ensuring systematic induction for all new employees of the designations in consultation with Director (Operations)

#### Other HR Matters

- ✓ Attendance and Leave management, salary Processing, employee data, employee separation

#### Admin matters

- ✓ Oversee procurement and maintenance matters
- ✓ Ensuring compliances like stock book entries, asset registers etc.
- ✓ Updating and dissemination of SoP

### Required Qualifications

- ✓ Post-graduate with PG Diploma or equivalent in Human Resource Management will be preferred
- ✓ Minimum 5 years of experience in HR and Admin as a manager, preferably in non-profit organization
- ✓ Well-versed in compliance requirements regarding HR matters
- ✓ Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel)
- ✓ Fluent in Hindi, good in English

### Compensation

Compensation will be competitive with Indian philanthropy trends

### Apply

Interested candidates may please apply latest by 15th of January 2021 with a cover letter (maximum 200 words (in English) and your latest CV by email to [uddalak.datta@llf.org.in](mailto:uddalak.datta@llf.org.in)