

JOB DESCRIPTION

ICLEI - Local Governments for Sustainability, South Asia

Vacancy Details

Designation: Manager – Human Resources
Positions Vacant: One
Location: New Delhi, India
Job Code: ICLEI-Manager HR-Delhi
Reporting to: Director & Executive Director
Date of joining: Immediate

Organizational Context

ICLEI-Local Governments for Sustainability is a leading global network of 2500+ cities, towns and regions committed to building a sustainable future. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs. In its result-based approach, ICLEI brings cities around the world together to build partnerships and share techniques to promote participation and the effectiveness of environmental protection through local-level initiatives.

ICLEI's South Asia Secretariat operates from New Delhi, India. Engagement with cities is enabled through project offices located across cities and states in India, Nepal and Bangladesh. With a membership base of over 70 cities, ICLEI South Asia offers a wide range of technical services, support and customized methodologies on sustainable urban development, climate change, energy through donor funded programs and projects. ICLEI South Asia helps cities strengthen their technical capacity, improve awareness of sustainability issues among elected representatives, administrators and citizens, provide information, and develop a greater capacity for cities to deliver basic services in the most sustainable manner.

ICLEI's substantive focus is helping cities build and share solutions to the challenges of:

- Sustainable transportation and Electric Mobility
- Climate change
- Water and air pollution
- Waste management
- Renewable energy and energy efficiency
- Built environment
- Disaster management
- Environmental management systems

Projects related to thematic areas of energy efficiency, renewable energy, climate change, smart mobility, built environment, sustainability management, water, green growth among others are executed by ICLEI South Asia through support from various donors (such as Swiss Agency for Development and Cooperation, European Commission, GIZ, SHAKTI Foundation, USDOS, UNEP, UNDP, USAID) and various ministries in Government of India and various state government funding sources.

ICLEI – Local Governments for Sustainability, South Asia, is seeking a dynamic and creative individual to join the Human Resources team as a Manager – Human Resources. This position is based out of the South Asia Secretariat office in New Delhi, offering an exciting opportunity to steer and develop the

HR process at ICLEI South Asia. This role offers an opportunity to showcase and develop your ability and skills in the domain.

Position Description

The Manager-Human Resources is responsible for overseeing all aspects of human resource management. The person will support and promote organizational values and enable business success through human resource management, including recruitment, performance management, training & development, talent management and other related aspects.

Key Functional Areas

Talent Acquisition

- Implementing effective talent acquisition strategies including preparing Human Resource Requirement plans periodically in discussion with senior management
- Assisting in preparation of job profile / description as required from time to time
- Leading the recruitment process by sourcing, interviewing, and hiring new talents.
- Conducting reference checks / background verification processes
- Post Interview, preparing and sharing offer letters and other communication to new employees

Employee Onboarding and Offboarding

- Ensuring smooth on-boarding of new employees including completion of documentation and joining formalities such as signing of Operational Manual/Policies, Non-disclosure agreements, other mandatory documents (Gratuity, PF UAN details, Nominations, etc), issuance of laptops, email addresses, Skype IDs, workspace, staff introduction, etc.
- Conducting induction programme for all new employees
- Coordinating with finance and accounts team for compensation, incentives and other commitments
- Ensuring smooth off-boarding process for team members exiting the organisation, including completion of all exit formalities and documentations such as exit interviews, No Dues Clearance from different teams / departments and compliance related documents, collection of laptops, transfer of data and cancellation of email addresses, other social media IDs, etc.

Probationer's tracking and Confirmation Processes

- Tracking and evaluating all staff on probation using an evaluation form periodically.
- Post-evaluation process of confirmation/probation extension/ termination

Training & Development

- Designing and delivering training programs for employees to enhance skills and performance.
- Identifying training needs, organising training activities for staff and monitoring and evaluating training programs for effectiveness.

Performance Appraisal Process

- Ensuring smooth execution of annual performance appraisal of all staff, including timely distribution of appraisal forms and maintaining records of the process.
- Creating necessary reports of the appraisal process for the senior management.

Policies and Systems

- Ensuring that human resource policies and processes are periodically updated, implemented and followed across the organisation.
- Develop new HR processes and policies, as required.
- Coordinating with Finance & Accounts team for smooth processing of payroll and other benefits

- Coordinate with internal team(s) and external vendors related to Group Term Life and Healthcare Insurances, and other benefits as needed.

Other HR Operations

- Coordinating with various teams to understand their HR needs and provide appropriate solutions
- Ensuring monthly staff meeting or team meetings
- Maintaining updated CVs of all staff in different relevant formats to be used in proposal development
- Assisting staff to address their issues/grievances
- Enabling on-job training and knowledge acquisition through internal and external training programs

Qualifications and Experience:

- Bachelor's degree in human resource management, Business Administration, or a related field; master's degree in human resource management or HR certification (e.g., SHRM-CP, PHR) is preferred
- Minimum of 5-7 years of HR management experience, preferably NGO / NPO environment

Knowledge, Skills, and Ability:

- Strong knowledge of HR best practices and employment law
- Excellent communication and interpersonal skills
- Proven ability to manage multiple priorities and adapt to changing environments
- Strong analytical and problem-solving skills
- Proficiency in HRIS and MS Office Suite.
- Leadership and team management skills

Contact Information:

Interested candidates, with relevant qualification & experience as mentioned above, are requested to email their CVs to iclei-southasia@iclei.org and pratibha.aswal@iclei.org (mentioning the job code "ICLEI-Manager HR-Delhi" in the subject line) along with one-page note describing your suitability for the position.

ICLEI-Local Governments for Sustainability, South Asia

C-3, Lower Ground Floor,
Green Park Extension,
New Delhi -110016 India
Website: <http://southasia.iclei.org/>

General Information

- Only shortlisted candidates will be contacted
- Shortlisted candidates would be required to attend a three-phase interview process

Closing Date: Position will be open till we get the suitable candidate. However, Interviews will be conducted on rolling basis and the position will be filled as soon as there is a right match. Hence, interested candidates are encouraged to apply at the earliest.