

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information:

- **Job Title:** HR Manager (1 position)
- **Job Code:** HRM_Human Resources_Delhi_March2026
- **Reports to:** Executive Director and Director
- **Location:** Delhi, India
- **Type of Employment:** Full time
- **Expected Start Date:** Immediate
- **Closing Date:** Open until filled

II. 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:

- Climate Change
- Water and Air Pollution
- Waste Management
- Renewable Energy and Energy Efficiency
- Built Environment
- Clean Transport
- 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, USDOS, UNEP, UNDP) and various

ministries in Government of India and various state government funding sources. ICLEI South Asia's Energy & Climate team has extensive experience of working with cities to offer technical assistance, conduct techno-economic studies, undertake research and analyses, formulate policy and action plans, design and pilot innovative solutions, deliver capacity building and knowledge transfer, among others.

For more information, visit <https://southasia.iclei.org/>

III. Function:

The Manager – Human Resources will lead ICLEI South Asia's HR function, driving people strategies that enable organizational excellence and impact. The role will focus on building a strong, inclusive workplace culture while managing the full employee lifecycle including talent management, recruitment, performance, development to support sustained growth and success.

Key Responsibilities

Talent Acquisition

- Analyse workforce needs in collaboration with Senior Management to identify organizational design, talent gaps, and change management opportunities.
- Implement effective strategies to deliver the annual recruitment plans.
- Identify the position requirements and prepare relevant job descriptions.
- Lead the recruitment process by sourcing, interviewing, and hiring new talents.
- Conduct reference checks and background verification processes.

Employee Onboarding and Offboarding

- Manage all pre and post joining formalities for candidates.
- Ensure smooth onboarding of new joiners including completion of all 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 and staff introduction, etc.
- Conduct Orientation programme for all new joiners.
- Coordinate with Finance and Accounts team on compensation, incentives and other commitments.
- Ensure smooth off-boarding processes including completion of exit formalities such as exit interviews, No Dues Clearances and cancellation of email addresses.

Probation and Confirmation Processes

- Track and evaluate employees on probation and complete ensure completion of related assessments.
- Manage post evaluation outcomes including confirmation, extension of probation of separation.

Training & Development

- Identify talent gaps in collaboration with Senior Management.
- Design and ensure delivery of training program to enhance employee skills and performance.
- Identifying training needs, organise, monitor and evaluate the training programme effectiveness.
- Facilitate on-the-job learning and knowledge development through internal and external training initiatives.

Performance Appraisal Process

- Drive the annual performance management cycle and implement ways to enhance effectiveness.
- Ensure timely completion of goal setting, mid- year reviews and final evaluations.
- Prepare appraisal reports for the senior management.

Policies and Systems

- Drive HR Initiatives that strengthen organisational culture and employee engagement.
- Ensure HR policies and processes are regularly updated, implemented and adhered to across the organisation.
- Coordinating with Finance & Accounts team for smooth processing of payroll and other benefits.
- Liaise with internal team(s) and external vendors related to various Insurances, and other benefits as needed.

HR Operations

- Coordinate with stakeholders and staff to understand HR needs and provide appropriate solutions.
- Maintain updated CVs of staff in relevant formats to support proposal development.
- Conduct staff townhalls regularly to address employee queries and improve systems and processes.
- Foster a positive, inclusive and engaging workplace environment.
- Address employee concerns promptly, including grievance handling and conflict management.

HRIS Management

- Manage the HRIS platform and ensure effective implementation of system updates and enhancements.
- Collaborate with developers to ensure smooth system functionality and resolve issues.
- Continuously identify opportunities to improve system usability and address employee queries.
- Oversee leave/attendance and timesheet management processes to ensure compliance with HR policies and escalate concerns to Senior Management where required.

IV. Mandatory Qualifications

Education

- Bachelor's degree in human resource management, Business Administration, or a related field; or master's degree in human resource management or HR certification (e.g., SHRM-CP, PHR) is preferred

Experience

- 6-8 years of progressive experience in HR Generalist roles.
- Experience in NGO / NPO environment will be advantageous.

Required Competencies:

- Strong knowledge of HR best practices, compliance and statutory requirements.
- Proactive and self-driven leader with the ability to take initiatives, drive improvements, and work independently.
- Excellent communication and interpersonal skills.
- Proven ability to manage multiple priorities and adapt to changing environments.
- Strong analytical and problem-solving skills.
- Strong command over HRIS and MS Office Suite.
- Good understanding of HR Dashboards and people analytics.

- Strategic Thinker with the ability to align HR practices to business goals.
- Collaborative and team-oriented approach.
- High level of Integrity and confidentiality with sound judgment and decision-making skills.
- Continuous improvement mindset, with the ability to enhance employee experience, policies, processes, and systems.

V. Submission Details:

- **Interested candidates are requested to email their CV (mentioning the job code in subject line), along with a one-page note describing suitability for the position and two references.**
- Email your applications to: iclei-southasia@iclei.org and simran.kaur@iclei.org
- Only shortlisted candidates will be contacted.
- Remuneration will be commensurate with qualification and experience.

VI. Additional Information:

- ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI); hence it encourages all, including females to apply for the position.
- ICLEI South Asia is an employer that does not tolerate any form of sexual misconduct. Selected candidates will undergo background checks. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone, and all selected candidates will be required to always comply with the organization's PSEA Policy.

VII. Contact Information

- **ICLEI-Local Governments for Sustainability, South Asia**
C-3, Lower Ground Floor Green Park Extension New Delhi - 110016 India
Website: <http://southasia.iclei.org/>

VIII. Closing Date:

Position will be open until filled. Interviews will be conducted on rolling basis, and the position will be filled as soon as there is a right match. Interested candidates are encouraged to apply at the earliest.