

JOB DESCRIPTION

Human Resource Officer Bharat Rural Livelihoods Foundation

1. POSITION VACANT: Human Resource Officer, Bharat Rural Livelihoods Foundation, New Delhi

2. ORGANIZATION BACKGROUND:

Bharat Rural Livelihoods Foundation (BRLF) was setup by Ministry of Rural Development, Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative, and the Foundation is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of **BRLF** are fostering strategic partnerships with state govt for improving programme outcomes, provide financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, invest in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a Knowledge Hub for the sector.

The General Body and Executive Committee of **BRLF** are constituted by eminent individuals as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and GOI.

For more details on **BRLF**, please refer to website www.brlf.in.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Chief Operating Officer (Finance)**, the **Human Resource Officer (HRO)** will ensure the HR operations will be running smoothly and effectively to deliver maximum value to the organization.

The **HRO** will also be responsible for all major HR tasks like recruitment of employees/ temporary workers/ consultants, organizing training, administering employee benefits and leaves and crafting HR policies. S/he will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential and act as the

main point of contact for employees' queries on HR-related topics.

Key Roles and Responsibilities:

- (1) Administer compensation and benefit plans;
- (2) Assist in talent acquisition and recruitment processes;
- (3) Conduct employee onboarding and help organize training & development initiatives;
- (4) Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise;
- (5) Promote HR programs to create an efficient and conflict-free workplace;
- (6) Assist in development and implementation of human resource policies;
- (7) Undertake tasks around performance management;
- (8) Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates;
- (9) Organize annual employee performance reviews;
- (10) Maintain employee files and records in electronic and paper form;
- (11) Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities;
- (12) Ensure compliance with labour regulations;
- (13) Complete any tasks assigned by the organization or his/her supervisor.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications & Experience:

- (1) Post-Graduate degree or MBA in Human Resources or a relevant field with at least 10 years' experience as an HR professional. Additional professional training in Human Resources is desirable;
- (2) Broad knowledge of human resources functions, from hiring to onboarding and from employee compensation to evaluation;
- (3) Facilitate employee engagement under guidance of supervisor.

Essential Skills and Competencies:

- (1) Good understanding of general human resources policies and procedures;
- (2) Good knowledge of employment/labour laws;
- (3) Outstanding knowledge of MS Office and HRIS systems;
- (4) Excellent oral and written communication (in English & Hindi) and people skills;
- (5) Aptitude in problem-solving;
- (6) Desire to work as a team with a result driven approach

5. COMPENSATION OFFERED:

Gross compensation budgeted for the position is attractive. The actual offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

6. LOCATION: New Delhi

7. AGE: Age 45 years and below as on December 1, 2023

8. APPOINTMENT: This is a full-time position, and the initial contract will be offered for a period of three years.

9. REFERENCE: HRO-BRLF

10. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to send their CV to brlf.recruitment@gmail.com by or before November 14, 2023. Only shortlisted candidates will be contacted. Please do mention in subject line "Application for the position of **HRO-BRLF**".

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.