

## **JOB DESCRIPTION**

**Consultant - HR, Bharat Rural Livelihood Foundation, New Delhi**

**1. POSITION VACANT: Consultant - HR, Bharat Rural Livelihood Foundation, New Delhi**

### **2. ORGANIZATION BACKGROUND:**

**Bharat Rural Livelihoods Foundation (BRLF)** was set up by the 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 Governments, for transforming the livelihoods and lives of rural households, in the Central Indian Tribal Region, with emphasis on women.

**BRLF** is a unique and first-of-its-kind, initiative, and the organization was constituted as a partnership between Government, private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility). Key objectives include fostering strategic partnerships with state governments for improving programme outcomes, providing financial grants to Civil Society Organizations for up-scaling proven interventions, institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and creating a Knowledge Hub for the sector.

For more details about **BRLF**, please visit <https://www.brlf.in/>

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **HR Officer**, the Consultant will assist in ensuring that all HR operations run smoothly and effectively and deliver maximum value to the organization.

The Consultant shall assist **HRO** in implementing for major HR tasks like the recruitment of employees/ temporary workers/ consultants, organizing training, administering employee benefits and leaves and crafting HR policies. S/he will use **BRLF's** Human Resources Information System to ensure that all employee records are up-to-date and confidential.

#### **Key Roles and Responsibilities:**

1. Assist in managing compensation and benefit plans.
2. Assist in talent acquisition and recruitment processes.
3. Conduct employee onboarding and help organizing Staff Induction Plan.
4. Provide support to employees in the administration of HR-related tasks such as leave and compensation, and resolve any issues that may arise;
5. Assist in promoting HR programs to create an efficient and conflict-free workplace;
6. Assist in the implementation of human resource policies;
7. Assist in undertaking tasks relating to performance management;
8. Help in organizing annual employee performance reviews;
9. Maintain employee files and records in electronic and paper form;
10. Assist in ensuring compliance with labor regulations;
11. Complete any other task assigned by the organization or her/his supervisor.

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualifications & Experience:**

1. Applicants must have a graduate degree with 2 years' experience of working as Office support/HR Profile.
2. Should have fair knowledge of Microsoft MS Word, and MS Excel. Good typing skills will be an advantage

##### **Desirable Skills and Competencies:**

- (1) Understanding of general human resources policies and procedures;
- (2) Knowledge of employment/ labor laws;
- (3) Knowledge of MS Office and HRIS systems;
- (4) Oral and written communication (in English & Hindi) and people skills;
- (5) Aptitude in problem-solving;
- (6) Desire to work as part of a team, with a result-driven orientation.

#### **5. COMPENSATION OFFERED:**

Gross compensation budgeted for the position is attractive and is in the range of **Rs. 25000 – Rs. 35000**. The offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

#### **6. LOCATION:** New Delhi

**7. APPOINTMENT:** This is a consultancy position and the contract offered will be for six months. Renewal of the position is purely based on the requirement of the position and funding available with the organisation.

#### **9. REFERENCE:** HRO-BRLF

**10. Use Link to apply:** <https://forms.gle/bHw5uSYoM4q93fVF9>

***BRLF is an equal opportunity employer and does not discriminate on religious belief, social class, caste, special ability, or gender.***