

JOB DESCRIPTION

Human Resources Associate Bharat Rural Livelihoods Foundation

Position: Human Resources Associate

Location: Head Office, New Delhi with travel to BRLF geographies of operation

Number of Positions: One

Reports To: Head – Human Resources & Organizational Development

Nature of Employment: This is a regular position offered as a full-time contract with benefits.

3. ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), 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, to transform 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. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state government for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing 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.

For more details, visit www.brlf.in

2. Role Description:

BRLF is looking for a dynamic and detail-oriented individual to join our team as Human Resources Associate to support in building a vibrant, inclusive and enabling workplace, and will ensure that the organizational values are embedded in every stage of the employee lifecycle. The incumbent will be responsible for HRMS management, payroll administration inputs, insurance management and support in performance management. The incumbent will be responsible for full compliance with labor laws, PF, ESIC, Gratuity etc. and donor related requirements.

3.Key Duties and Responsibilities:

1. HR Operations & Administration (HRMS Mandatory)

- Drive HRMS customizations, implementations, and optimizations and maintain up-to-date employee records in HRMS for attendance, leaves, travel, expenses, and PMS
- Manage HR documentation (employment contracts, appointment letters, policy updates)
- Process documentation and reports on staffing, recruitment, training, grievances, and performance evaluations
- Support management in smooth transitions and staff mobility within the organization
- Maintain centralized data records of all employees with regular updates

3. Payroll - End-to-End (Mandatory)

- Prepare accurate and timely end-to-end payroll processing, including salary calculations, deductions, and compliance requirements
- Coordinate with finance team for monthly disbursement of payroll to all employees
- Handle complete full and final settlements of exiting employees with precision
- Process consultancy/honorarium fees accurately and timely
- Maintain payroll records and ensure zero errors in processing
- Manage gratuity calculations and processing in exit cases

4. Compliance & Statutory Requirements

- Ensure full statutory compliance with zero penalties for PF, ESIC (monthly returns and challans), Gratuity, and Mediclaim
- Coordinate PF filing, ESIC submissions (when applicable) etc
- Maintain compliance with labour laws and statutory regulations
- Coordinate donor, statutory, and internal audits as the point of contact for HR-related compliance
- Update and implement organizational policies in adherence with internal and statutory requirements
- Filing of POSH return in DO Office

5. Talent Acquisition & Onboarding

- Coordinate end-to-end recruitment: job postings, CV screening, interview scheduling, offer roll-out, and recruitment dashboards
- Maintain recruitment records and enable data-driven hiring processes
- Ensure targeted staff recruitment with timely completion of all joining procedures

6. Insurance & Vendor Management

- Group Personal Accident (GPA), Group Medical Coverage (GMC), endorsements, and claims processing
- Oversee claims approvals and processing of employees

- Negotiate group insurance schemes and vendor contracts (e.g., negotiate on premiums for 120+ employees and dependents)

7. Performance Management

- Support implementation of BRLF's performance management system (PMS)
- Coordinate PMS module introduction on HRMS, streamlining goal setting and appraisal processes
- Manage performance appraisal timelines, documentation, and review cycles
- Ensure completion of confirmation processes and employee evaluations

8. Exit Management & Retention

- Facilitate smooth exit processes including clearance, full/final settlements, documentation, and feedback
- Handle complete separation and exit formalities for all exiting employees
- Maintain attrition data and analyze trends
- Implement retention tactics to reduce attrition rate and improve employee retention
- Ensure compliance during exit processes (gratuity, PF withdrawal, full and final settlement)

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Education: Bachelor's degree in any discipline (Master's in HR/Personnel Management preferred)

Experience: Minimum 4-5 years of relevant HR experience, preferably in a development sector organization

Skills:

- Proficiency in MS Office and HR software/tools, excellent in MS Excel with hands on experience on Pivot, Vlookup, HLookup, conditional formatting, mail merge etc.
- Strong interpersonal and communication skills
- Good understanding of labour laws and statutory HR compliances
- Organized, discreet, and trustworthy
- Ability to multitask and work under tight deadlines

5. COMPENSATION OFFERED:

The remuneration package is budgeted for a range of INR 50,000 – 60,000 per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and salary history.

6.LOCATION: New Delhi

****Languages**

Good command of speaking, reading, and writing in English and Hindi is required. Knowledge of any regional languages would be an added advantage to the candidate.

8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of March 8, 2026.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Women are encouraged to apply.
