

JOB DESCRIPTION

Manager – Human Resources & Organisational Development Bharat Rural Livelihoods Foundation

Position: Manager – Human Resources & Organisational Development

Location: New Delhi

Number of Positions: One

Reports To: Chief Executive Officer

Nature of Employment: Full-time contract with benefits.

ORGANISATION BACKGROUND:

Bharat Rural Livelihoods Foundation (www.brlf.in) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: www.brlf.in

Role Description:

The Manager – Human Resources and Organisational Development (HROD) will be responsible for the overall functioning of the HR and OD vertical of BRLF. This role focuses on designing and strengthening HR systems, aligning HR strategy with organizational goals, and promoting a high-performance culture. The HROD Manager will collaborate closely with the HR Officers and consultants to execute initiatives and act as a trusted advisor to senior leadership on all people-related matters.

Key Duties and Responsibilities:

1. Strategic HR Leadership and Governance

- Lead the design and implementation of HR and OD strategies that align with BRLF's mission, values, and evolving programmatic needs.

- Provide support to the CEO and other vertical heads on organisational structure, people strategy, and development initiatives.
- Develop and monitor strategic HR plans, policies, and frameworks to guide the organization's human capital agenda.
- Lead annual HR budget planning in coordination with the Finance team, ensuring alignment with strategic priorities and operational needs.
- Ensure HR support systems extend to program field staff and partners.

2. Talent Acquisition Strategy and Workforce Planning

- Provide strategic direction and oversight for talent acquisition and workforce planning, ensuring alignment with BRLF's mission and future growth.
- Collaborate with senior leadership to forecast staffing needs and design inclusive, competency-based hiring frameworks.
- Mentor and support the HR Officer and Consultant in refining recruitment systems, improving candidate experience, and implementing succession planning mechanisms.
- Support initiatives to strengthen BRLF's employer brand and improve candidate experience through inclusive, transparent, and mission-aligned hiring processes.

3. Organizational Development

- Conduct organizational assessments and lead OD interventions to improve organisational performance, culture, and structure.
- Coordinate with the Program Lead to ensure that HR systems are responsive to field-level needs and challenges.
- To ensure organisational resilience, identify and mitigate people-related risks, including succession gaps, compliance concerns, and reputational risks.

4. Performance Management and Analytics

- Oversee the design and review of the organization's performance management system to ensure alignment with strategic goals.
- Drive the adoption of digital tools and platforms for HR processes, including recruitment, performance reviews, learning, and employee engagement, to improve efficiency and data-driven decision-making.
- Use HR analytics to inform decision-making related to workforce productivity, development, and retention.

5. Learning & Development, Employee Engagement and Well-being

- Partner with senior leadership to build professional development roadmaps, leadership pipelines, and cross-functional upskilling programs that nurture talent at all levels.
- Lead engagement initiatives to strengthen belonging, collaboration, and shared purpose.
- Embed well-being practices into daily operations (e.g., mental health resources, flexible work policies) to foster a resilient and motivated workforce.

6. Policy Development & Compliance

- Develop and update HR policies ensuring legal compliance.
- Stay updated on labour laws, regulatory developments, and sector-specific HR practices.
- Support internal and external audits by ensuring compliance with HR policies and statutory requirements and maintaining accurate HR documentation.

7. Gender, Diversity, Equity, Inclusion (DEI), and Safeguarding

- Embed principles of gender equity, diversity, and inclusion into all HR and organizational policies.
- Oversee safeguarding mechanisms to create a respectful and safe workplace for all employees.

- Monitor and report progress on gender and inclusion goals to senior management and external stakeholders.

8. Team Management, Donor and Partner Coordination (as needed)

- Provide leadership to the HR team, setting clear expectations and developmental support.
- Promote collaboration, accountability, and growth among HR team members.
- Collaborate with donor agencies and partner organizations to align HR and safeguarding practices with donor compliance standards.
- Support HR reporting or documentation required for donor audits, evaluations, or progress reports.

10. Conflict Resolution

- Provide oversight on disciplinary and grievance frameworks and ensure ethical and transparent resolution mechanisms.
- Mediate workplace disputes, fostering a culture of trust and collaboration.
- Maintain strict confidentiality and ensure procedural compliance in all disciplinary and conflict resolution processes.
- Regularly review conflict trends and suggest preventive strategies to leadership.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification and Experience:

Education:

- Full Time Master's degree in Human Resource Management, Organizational Development, Business Administration (MBA with HR specialization), or a related field.

Experience:

- 10-12 years of progressive HR and OD experience
- Experience in nonprofit, rural development, or mission-driven organizations is preferred.
- Familiarity with HR Information systems (HRIS), labour laws, Diversity, Equity, and Inclusion (DEI) practices, and safeguarding mechanisms.

Skills and Competencies:

- Strategic Thinking: Ability to align HR and OD functions with BRLF's vision and long-term goals.
- Policy and Compliance: Knowledge on India's labour compliance.
- Budgeting s Analytics: Strong knowledge of HR budgeting, cost optimization, and HR metrics.
- Leadership and Influence: Skilled in engaging stakeholders at all levels and facilitating complex change processes and organizational transitions.
- Analytical Thinking: Ability to use HR analytics and data to inform strategic decisions.
- Mentorship and Facilitation: Excellent coaching, mentoring, and facilitation skills.
- Communication: Strong written and verbal communication in both English and Hindi.

COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 15 – 18 Lacs annually. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Age Limit: Max. Up to 45 years

APPLICATION PROCESS:

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

This position needs to be filled at the earliest. 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 April 5, 2026.

BRLF is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We welcome applications from all individuals regardless of religious belief, caste, class, gender, ethnicity, sexual orientation, or People with Disabilities.