Jai Vakeel Foundation and Research Centre

About the Organisation

In India 2%, one in every 50, over 26 million people, suffer silently with their intellectual disability (ID). Individuals with intellectual disabilities have impaired intellectual functioning (such as learning, problem solving, judgement) as well as adaptive functioning (activities of daily life such as communication and independent living).

Jai Vakeel Foundation is the oldest and largest non-profit serving children with Intellectual Disabilities and caters to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment.

Almost 80% of our students belong to the lower socio-economic strata. However, no matter how economically weak or profoundly challenged, we welcome all students to our institute. Our services can be divided into four broad categories – Healthcare, Education, Skill Development and Support Services.

Job Role: Head HR reporting to CEO   **Location:** Sewri, Mumbai

Job Profile: As a part of Jai Vakeel Foundation leadership team, she/he will be responsible for developing, implementing, syndicate and monitor organization-wide processes and initiatives, aimed at building organizational capability and meeting social impact objectives. Jai Vakeel Foundation has approx. 235 staff with almost 40% governed by the rules of the State Govt.

- Develop organizational development plans for a variety of HR related matters including but not limited to compensation, benefits, performance management, recruitment, training, learning and development.
- Act to support the human factor in the company by devising strategies for performance evaluation, organizational design, development, training and stakeholder management.
- Oversee all HR initiatives, systems and tactics, develop strategy, processes, and standards for recruiting, selection, and staffing activities.
- Develop and action plans, processes and practices for training and development of employees and ensure succession plans are in place.
- To build a strong culture of performance and people management using best practices.
- Supervise the work of HR personnel and provide guidance and Serve as the point of contact for employment relations, grievance and communication.
- Monitor adherence to internal policies and legal standards.
- Report to senior management by analyzing data and using HR metrics.

Candidate Requirement:

- Masters in human resources, psychology, business administration or relevant field preferred.
- Min 10+ years of work experience in handling HR activities with full understanding of the way an organization operates to meet its objectives.
- Medium to long term experience in the area of organizational HR at a fairly senior level with exposure, preferably in the development sector.
- Excellent knowledge of labor laws, employment legislation and regulations is required.
- Thorough knowledge of human resource management principles and best practices.
- Knowledge of data analysis, reporting and presentation will be added advantage.
- Excellent organizational and leadership skills, Good communication and interpersonal skills.
- Attention to detail, a sense of curiosity, hands-on approach, willingness to work hard and take ownership are some of key attributes to be successful in this role.
- A good team player and the ability to take instant feedback are some of the key traits required and are highly desirable.
- A deep desire to work at Jai Vakeel Foundation (given its focus and unique organizational culture) and add value to the organization.
- High integrity, passion and commitment towards social Impact, empathy, transparency are few essential and non-negotiable attributes is much needed.
- Prior experience of working with a not for profit organization is highly desirable.

Compensation Structure: The compensation philosophy will be consistent with the nature of the job and the sector. The compensation will be in line with the experience and value the individual will be able to add to the organization.

Application Process:

Candidates can email their updated resumes with subject "Application for Head – HR" to humanresources@jaivakeel.org