



Human Resources Manager, Naz Foundation

Job Title: Human Resources (HR) Manager

Reporting To: Program Director

The Naz Foundation (India) Trust, (Naz India) established in 1994, started with work addressing issues of HIV and AIDS and sexuality. Over the years, Naz conducted thousands of sessions to help CBOs and individuals understand sexuality and mainstream HIV. Naz worked to strengthen the care and support services provided to People Living with HIV and AIDS (PLWHA) as well as counselling and referral for the LGBTQ community. In 2001 Naz set up one of the first homes for orphaned Children Living with HIV in Delhi. The Naz Care Home provides care to 21 children living with HIV. This Centre serves as a Model Care Centre and Naz provides training to other Child Care Institutions across the country building their capacities to Care for children living with HIV and AIDS.

With a focus on advocacy, Naz challenged the archaic Law under the Indian Penal Code under Sec 377 which criminalizes homosexuality. Naz conducts awareness sessions on LGBTQ+ issues and workshops with individuals and companies sensitizing them on understanding sexuality, diversity and need for an inclusive environment.

The years of intense HIV prevention work brought out that Adolescent Girls and Young Women (AGYW) were among the most vulnerable members to be infected with HIV. To realise a just and equal society, it was critical to engage with AGYW. With this objective, in 2006 Naz piloted a Women's Empowerment program using sport and life skills to empower adolescent girls from economically marginalized communities. Over the last 10 years, Naz has reached out to 75,000 Adolescent Girls and Young Women and implements the Young People's Initiative (YPI) in 3 cities: Delhi, Mumbai and Bengaluru

Scope of Role: This focus of the role would be : Job design, recruitment, employee relations, performance management and talent management. This would entail:

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Support current and future organization needs through the development, engagement, motivation and preservation of human capital

Detailed Responsibilities:

- **Recruitment**
 - Develop and implement HR strategies and initiatives aligned with the overall business strategy



- Manage the recruitment and selection process: preparing a job description, interviewing potential candidates, extending employment offers and discussing compensation packages.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Conduct orientation and induction program for new recruits.
- Conduct and analyze exit interviews; recommend changes.

- **Employee Relations**
 - Bridge management and employee relations by addressing demands, grievances or other issues to ensure employee satisfaction and productivity
 - Build relationship not only with managers but also with city coordinators across the 3 cities to implement some of the HR activities
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- **Staff Welfare**
 - Administer payroll processing and related documentation and make recommendations on implementing pay structure revisions.
 - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

- **Performance Management**
 - Oversee and manage a performance appraisal system that drives high performance
 - Report to management and provide decision support through HR metrics

- **Compliance: Ensure legal compliance throughout human resource management**
 - Ensuring documentation of new hires is completed and processed
 - Preparing and updating employee personal files. Maintain employment records related to hiring, transfer, promotion, and termination.
 - Explaining human resources policies, procedures, laws, and standards to new and existing employees.
 - Develop HR dashboard for monitoring HR processes. Send periodic report for management review.
 - Manage legal compliance records of employees and the contractual staff, wrt leave, statutory deductions etc.
 - Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements;
 - Coordination of the Internal Complaints Committee (ICC) meetings for the POSH policy (coordination for conducting investigations; maintaining records)

Though the above list describes the general nature of this role, the responsibilities are not intended to be an exhaustive list of all responsibilities.

- **Essential Candidate Profile and Requirements**



- Proven working experience as HR manager or any HR executive role
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Degree in Human Resources or related field
- Excellent verbal and written communication skills in English; fluency in spoken 'Hindi' required