

# We are looking for Manager-HR

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Janaagraha is looking for a Manager in our Human Resources department! We are a team of sixty and gradually growing. We are looking for a lone-ranger HR manager who will at once handle routine HR operations, but also grow the HR function in Janaagraha into a Civic Leadership function!

## *What does it take to be a Manager-HR in Janaagraha?*

S/he would possess

1. unlimited passion for transforming our cities over the long-term
2. professional background in human resources function with experience in one or more of talent development, leadership development and employee engagement with over eight years' work experience
3. ability to connect with individual team members coming from very diverse backgrounds and points of view, with a view to understanding their motivation, to nurture their passion and create pathways for them to realise their potential as agents of change through our work and emerge as civic leaders through a variety of instruments, innovative processes and policies
4. exposure to latest talent development practices, ability to learn quickly on the job, and willingness to innovative and cross-pollinate learning from diverse practices around the world
5. excellent communication skills, written and verbal; out of the world interpersonal skills and communication skills
6. detail-orientation across the board, and an orientation towards out-serving employees through timely, responsive approach to HR operations (payroll, recruitment, induction, employee engagement, performance appraisals, learning and development)
7. ability and willingness to get hands dirty with a bias towards practice and action
8. ability and willingness to work individually without a reporting team on all activities and tasks required to accomplish job objectives
9. systematic and responsive work approach to project management
10. reasonable familiarity or presence in social media and orientation to digital
11. ability and willingness to work across multi-disciplinary teams

## *What will s/he really do?*

S/he would

1. continuously evaluate ways to enhance employee well-being at the workplace and execute the same, where required in coordination with other departments and team members
2. meet recruitment requirements on a timely basis in partnership with executive committee representatives;
3. draw up and execute an effective induction program with an emphasis on the philosophy of civic change and individual leadership
4. draw up an effective employee engagement program and calendar and execute the same
5. undertake a systematic evaluation of underlying drivers of employee motivation, undertake a landscape study of how best to nurture and cultivate those drivers, draw up plans, policies and processes to implement the same, and then implement the same
6. draw up effective, practical, learning and development and leadership development plans for team members and facilitate implementation of the same
7. liaise with vendor for timely and accurate payroll processing on monthly basis; review and rationalise payroll structure to maximise employee well-being yet optimise cost structure for the organisation
8. be the custodian of adherence to organisational HR policies and practices and statutory requirements. work closely with executive committee representatives and the CEO on all of the above



JANAAGRAHA CENTRE FOR CITIZENSHIP & DEMOCRACY

You will be part of a highly passionate, professional and practice-oriented organisation and team, working at the leading edge of citizen participation, city-systems reforms and organisational development. You will in due course have a chance to actively shape a new paradigm in leadership development in the social sector.