



**POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION**

TITLE: Assistant Manager - Human Resources

LOCATION: New Delhi

DEPARTMENT: Human Resources & Administration

REPORTS TO: Senior Manager - Human Resources & Administration

SUPERVISES: None

SALARY BAND/GRADE LEVEL: E (Assistant Manager)

CATEGORY: Shared Services

PSI INDIA is a non-profit, nongovernmental organization registered in India dedicated to improve life of vulnerable population, particularly the improvement of reproductive and sexual health, improved services for the health of mothers and children, sustainable sanitation solutions for cities and slums. PSI India was incorporated in 1980 under the India Societies Act of 1860 and began implementing full-scale activities in 1988. Over the past thirty-three years, PSI India has collaborated with the Government of India and a number of donors to implement various programs towards increasing the use of modern contraception for family planning, to provide products and services for the health of mothers and children and to decrease the spread of HIV/AIDS and TB. For more information, please visit www.psi.org.in

POSITION PURPOSE

We are looking for a young professional to cater to the increasing role of Human Resources which implies more time and energy being spent on implementing the current Human Resources systems and processes and support the increasing recruitment need in PSI India. This position will be working with the Senior Manager HR & Admin.

A. DUTIES AND RESPONSIBILITIES:

1. Provide support in recruitment of manpower in ongoing project.
2. Shortlisting CVs and Preparing summary sheets of candidates & Coordinating interviews schedule.
3. Facilitate reference checks, anti-terrorism checks and cross verification of candidate's credentials with previous organization.

4. Responsible for maintaining the complete and proper documentation of all Payroll & non-payroll employee transactions as per guidelines and maintain the same in personnel files.
5. Provide support in facilitating the induction process and orientation to new joiners regarding HR policies and procedures.
6. To Manage the recruitment of manpower in ongoing project as per PSI India HR SOP.
7. To Manage the overall induction process and orientation of new joiners regarding HR & Admin policies and procedures.
8. Process owner for the attendance/Invoice and leave management system, in coordination with all supervisors to receive the attendance in time and forward to local A&F for processing monthly contractual fees for no payroll staff.
9. Maintain and update the insurance master and tracker.
10. Responsible to handle online attendance and leave management system.
11. Responsible for maintaining the complete and proper documentation of employee Time Sheets & Leave Applications on monthly basis by ensuring the leave details matching with the attendance.
12. Any other tasks assigned time to time by supervisor.

B. QUALIFICATION AND EXPERIENCE:

- Post Graduate Qualification in Human Resources and Relevant experience of 3-5 years in HR function.
- Candidates with relevant work experience in development sectors.
- Proficiency in computer and excellent knowledge of MS excel.

C. DESIRED SKILLS:

- Good Communication skills; both verbal and written
- Team Spirit and Good Interpersonal skills
- Planning and Organizing skills
- Good knowledge of working on social networking sites for using it as a hiring tool
- Integrity, Maturity & Punctuality
- Analytical and problem solving skills

D. COMPETENCIES:

1. **Customer Service Orientation** - Work closely with the people PSI India serves to find out what they value the most; ask clients for feedback to identify areas for improvement; reduce complexity for clients (e.g. operations, service, systems) whenever possible; keep client needs paramount when making decisions and taking action; understand the forces that impact PSI India, those we serve and those we could serve in the future.
2. **Attention to detail** - identify and deploy the people needed to achieve results; know where to go to get information and resources; prepare thoroughly for meetings and discussions; review data for accuracy and completeness; document work thoroughly and clearly; map out all the logistics and details of a situation to ensure smooth and flawless implementation.



3. **Functional Knowledge:** Should have good understanding/knowledge of Human Resource function
4. **Develop Others-** Coaches others and helps them develop their knowledge and skills; Looks for what can be learned from mistakes rather than where to place blame; Gives others clear feedback in areas of developmental need; Helps people find answers on their own rather than giving them the answer; Gives people challenging assignments to develop their capabilities, and follows up to ensure success.
5. **Take Responsibility:** Take an active part in addressing problems, rather than just pointing them out to others; accept personal accountability for his/her actions and commitments; take responsibility for quality of own work product; clarify issues in complex or ambiguous situations; balance competing priorities or goals; manage effectively in matrix organization; make sense of inconsistent data.

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.