



## JOB DESCRIPTION

Designation	<b>Officer-Human Resource</b>
Program	Central Operations
Location	Santacruz, Mumbai
Reports to	Coordinator-Human Resources
No of Direct Reporting	1
Total Team size	5
Employment Level	Officer

### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organization, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognizes that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently 6 programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

## **PURPOSE OF THE ROLE**

The role includes recruitment and other supporting HR activities. Mainly to handle the end to end recruitment of SNEHA.

## **THE PROFILE**

## **RESPONSIBILITIES**

### **Human Resources:**

- Responsible for sourcing, interviewing and rolling out offer for new joiners which includes complete recruitment process
- Study effectiveness of new launched HR process through Employee Feedback Surveys
- Conduct induction for newly joined staff
- Maintain the error free recruitment database and analysis of the data on a monthly basis
- Responsible for employee life cycle events like Transfer, Confirmation, Re-designation etc.
- Responsible for Induction and On-boarding new joiner
- Responsible for generation of contracts, employment and other HR related letters
- Handle the PIP cases and be part of the discussions and giving the inputs for the same
- Conducting Exit interviews and maintain the data accordingly
- Support on other supporting HR activities as and when required

## **MANAGEMENT & REPORTING**

- Weekly Review Meeting, analysis and reporting
- Monthly reports and KRA's for HR & Admin
- Budget vis-à-vis expenditure analysis reporting
- Inventory and Stock Management report

## **EDUCATION QUALIFICATION REQUIRED:**

### **Graduate Degree in Human Resources Management & Administration, Operations**

- 2+ years working experience in the HR field
- Recruitment experience through different portals

**Applications to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with Subject line: "Officer- Human Resources"**