



JOB DESCRIPTION: MANAGER- HUMAN RESOURCE

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 multiple 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, Livelihood Program, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

ABOUT THE ROLE







Is to guide, manage and provide strategy on the people function of the organization and ensure smooth operations across all locations.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

Designation: Manager- Human Resource

-  **Role:** This role involves managing general HR practices such as recruitment, staffing, performance management system, staff orientation, compensation and benefits administration; Managing employee relations, conflict resolution, welfare employee services.
-  **Educational Requirement:** Post Graduate Degree in Human Resources Management
-  **Experience:** 6-8 years working experience in the HR field
-  **Location:** Santacruz
-  **Reports to:** HR & Admin Director- Human Resource Domain
-  **Apply:** Applications are to be sent via email to ijp@snehamumbai.org with the Subject line: "Manager- Human Resource"

COMPREHENSIVE OVERVIEW OF THE POSITION

Manager- Human Resource Profile:

- Translating the organization strategy and goals into an HR strategy and providing inspirational leadership for program and HR team
- Providing strategic counsel on all people matters
- Developing and implementing OD strategies in alignment with organizational goals along with Director of HR
- Managing general HR practices such as recruitment, staffing, performance management system, staff orientation, compensation and benefits administration; Managing employee relations, conflict resolution, welfare employee services.
- Managing labour law and other regulatory policy compliances;
- Ensuring open and transparent communication channels in the organization and implement HR strategies, systems, policies and procedures to the last level.
- Review and draft contracts, agreement and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Leading the analysis of employee feedback and data, with the aim of creating a better working environment and engaged culture
- Creating and managing the HR annual budget

MANAGEMENT & REPORTING

- Monthly reports and KRA's for HR
- Budget vis-à-vis expenditure analysis reporting

QUALIFICATION & EXPERIENCE

- Post Graduate Degree in Human Resources Management
- 6-8 years working experience in the HR field
- Experience of handling large teams
- Worked with an NGO in a similar capacity

ESSENTIAL SKILLS FOR THE ROLE

- Commercial Acumen - Being able to understand company finances, resourcing and the ultimate aims of the business is important
- Professional Expertise – A strong working knowledge of employment law issues, best practices and processes for in HR as well as experience of handling employee relations
- Trust and Integrity – This incumbent interfaces with the Director of HR and the senior management on a regular basis and thus a trusted confidante on people issues, unafraid of giving your unbiased opinions and expertise
- Role Model - As a Manager, the incumbent is expected to demonstrate and lead on the values, initiatives and culture of the organization

DESIRABLE

- Organizational Skills – personal efficiency, time management skills and the ability to prioritize competing demands
- Communication Skills – The incumbent is expected to manage with the support of Director HR, the HR team, managing diverse personalities and viewpoints. Consequently, emotional intelligence, the ability to build relationships and collaborate with others is vital
- Agility - Flexibility and ability to work on multiple projects and tight schedules and handle ambiguity
- Diversity - Ability to work comfortably with diverse populations, with sensitivity to issues concerning Health, Nutrition and Violence.
- Influencing-Ability to articulate in a compelling fashion what's good for the organization from an HR perspective.
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated from this role. Other tasks may be assigned as necessary according to organizational needs.

Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: "Manager- Human Resource"

"Come and be a catalyst for innovation and positive change—apply today to shape the future with us!"