

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA’s key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Public System Partnership
- SNEHA Shakti
- Palliative Care
- Livelihood Generation

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities.

“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.

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

PROFILE SNAPSHOT

Designation: Human Resource Manager

- ✚ **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:** 10–12 years of experience, with NGO experience preferred.
- ✚ **Location:** Santacruz
- ✚ **Reports to:** HR & Admin Director- Human Resource Domain
- ✚ **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Human Resource Manager”
- ✚ **Job Posted on :** 04th April, 2026

DUTIES & RESPONSIBILITIES

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

BEHAVIOURAL COMPETENCIES

- **Organizational Skills:** Strong personal efficiency, time management, and ability to prioritize competing demands
- **Communication & Interpersonal Skills:** High emotional intelligence with the ability to build relationships, collaborate, and manage diverse personalities and viewpoints

- **Agility & Adaptability:** Ability to work on multiple projects, manage tight timelines, and handle ambiguity effectively
- **Diversity & Sensitivity:** Comfort in working with diverse populations, with sensitivity to issues related to health, nutrition, and gender-based violence
- **Influencing Skills:** Ability to articulate and advocate HR perspectives in a compelling and impactful manner

CRITICAL TRAITS

- **Commercial Acumen:** Understanding of organizational finances, resourcing, and overall business objectives
- **Professional Expertise:** Strong knowledge of HR practices, employment laws, and experience in handling employee relations
- **Trust & Integrity:** Acts as a trusted confidante, providing unbiased opinions and maintaining confidentiality on people matters
- **Leadership & Role Modelling:** Demonstrates and upholds organizational values, culture, and initiatives

“Come and be a catalyst for innovation and positive change-apply today to shape the future with us!”