



bala vikasa

Helping Communities Help Themselves

JOB DESCRIPTION FOR THE POSITION OF

PROGRAM OFFICER (HUMAN RESOURCES)

Position: Program Officer (Human Resources) Bala Vikasa

Location: Warangal

Bala Vikasa is a registered, secular, apolitical non-profit community development organization based out of Warangal, Telangana. Bala Vikasa is known for its Sustainable Community Driven Development approaches for over three decades. It has been instrumental in developing sustainable community driven development models in across 6000 villages, having over 200 employees, both in Telangana and residuary Andhra Pradesh. Further, it has successfully trained hundreds of professionals from over 40 countries across the world and India.

JOB SUMMARY:

The Program Officer (HR) will be primarily responsible for:

- Managing HRD functions, maintains organization staff by establishing a recruiting, testing, and interviewing, supporting managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Developing policy framework, establish HR process and systems, documentation, establish procedures, service standards and operational policies to reduce running costs, in line with best practices/benchmarking standards
- Involve in performance management, succession planning, implementing disciplinary policies, final settlement of employees by working closely with senior management.
- Manage payroll, develop compensation, benefits, and seek legal compliance, communication dissemination within the organisation.
- Respond to inquiries, seek employee engagement, develop and promote organisational culture, promote environment for talent retention, drive change, promote learning and development.
- Manage the legalities of for profit & non-profit business law in relation to HR and employee employment rights and how to apply them within your day-to-day work, ensure staff welfare.
- Any other duties as may be assigned by the Executive Director

CANDIDATE PROFILE – Qualifications, Skills and Competencies Required:

The ideal candidate should have:

- A postgraduate degree in MBA /MSW with Human Resources specialisation
- A minimum 2 -3 years of experiences in dealing with core HR functions.
- Knowledge of non-profit / NGO sector is added advantage
- Excellent oral, written, communication and presentation skills in English to produce quality reports. Should have ability to communicate in Telugu.
- Planning, budgetary, monitoring and execution skills with proven record of achieving results
- Flexible to travel, ability to engage corporate sector clients across the country
- MS Office proficiency and web skills, teamwork, ability to work with a multi-disciplinary team
- Team player, ability to self-start and bring a strong work ethic to the workplace

Reports to: Executive Director

Compensation: Competitive, based upon the experience. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, and rapidly growing organization.

Interested candidates may please write to me within 7 working days: Dr Vijay Bhaskar
E-mail: vijay@balavikasa.org