

## Staff Manager Job description

### About Animal Aid Unlimited

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 50 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year.

### On the job training

We understand that most applicants will not have previously worked with animals, or for an animal protection NGO, and we provide training for this position.

### Job description

This is a key leadership position which ensures an efficient and compassionate environment for the entire team, so that the animals are served at the highest possible level.

### Key responsibilities

- Prepare staff schedule
- Communicate to staff all policies pertaining to their positions including new or evolving policies
- Enforce disciplinary policies regarding absences, lateness, leaves etc
- Recruit, interview and help select new workers
- Orient new staff, contribute to assessments during staff probation period

### Skills and qualifications

- Indian national
- Fluency in Hindi and fair English
- Minimum 3 years of working experience in a similar role
- Good communication skills

### Location

Udaipur, Rajasthan

### Type of employment

Full time

### Benefits

Competitive salary

Six-day work a week 08:00-17:00

Annual holidays

Annual Salary Adjustment

Social Security

Provident Fund

Uniform

### How to apply

Please send your CV to [hr@animalaidunlimited.org](mailto:hr@animalaidunlimited.org) by 1 March 2019

Short-listed candidates will be notified by email.