

Human Resources 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

The Human Resources Manager ensures that the organisation complies with all labor laws and policies, and keeps staff informed about and comfortable using all benefits and fulfilling their responsibilities. The HR Manager ensures staff retention and recruitment in order to fulfil the organisation's vision, mission, and strategic plans.

Key responsibilities

- Ensure compliance with labor laws and policies and manage staff PF and ESI
- Manage recruitment and selection process
- Nurture a positive working environment
- Oversee the recording of absences and delays and disciplinary procedures
- Oversee and manage a performance appraisal system
- Assess training needs and monitor training programs
- Review wage and advancement opportunities

Skills and qualifications

- Indian national
- Fluency in Hindi and fair English
- Minimum 5 years of working experience in a similar role
- Excellent communication and organizational skills
- People oriented and capacity to build trusting relations

Location

Udaipur, Rajasthan

Type of employment

Full time

Benefits

Competitive salary

Six-day work a week 09:00-17:00

Annual holidays

Annual Salary Adjustment

Social Security

Provident Fund

Uniform

How to apply

Please send your CV and cover letter to hr@animalaidunlimited.org by 1 April 2019

Short-listed candidates will be notified by email.