

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.

Job description

The Human Resources Manager develops and maintains a consistent staff database (including absences, disciplinary procedures, performance recording). S/he 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 (advertising, screening, interview and selection) together with the Staff Manager
- 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

Requirements

- Understanding and sharing Animal Aid's mission and vision
- Indian national
- Fluency in Hindi and English
- Minimum 5 years of working experience in a similar role
- Good IT skills (Ms Office, Google Drive)
- Experience with staff management tools
- Excellent communication and organizational skills
- Preferably previous experience in an NGO and/or working/volunteering with animals

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 apply online on our website by **30 June 2019**: <https://animalaidunlimited.org/about-us/careers/>
Short-listed candidates will be notified by email.