

## Assistant Manager-Human Resources

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	15 March 2023
Location	New Delhi, India
Grade	Assistant Manager
Contract	Fixed Term Contract (3 years), Full-Time, National Hire Initially 3 years of Fixed Term Contract. Contract may be extended for 3 more Years based on suitability of candidate.
Occupational groups	Human Resource Generalist, Human Resource Operations, INGO-HR
Last date of application	29 March 2023

*CDRI is looking for a dynamic, analytical, and meticulous colleague to support the HR functions of the CDRI Secretariat. The incumbent will demonstrate proficiency in HR processes with the ability to deliver, promote and support a positive and inclusive team environment.*

### About us

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development. Further details are available at: <https://cdri.world>

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research; global flagship reports; and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives; marketplace of knowledge financing and implementation agencies; and dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

### **Objective of this position:**

The Assistant Manager-HR will be responsible for the entire life cycle management of employees from recruitment to exit under the supervision of Manager-Human Resources. The position will be responsible for developing process of talent pool, its management and promote employee's learning plan for future requirements of CDRI.

### **Role and Responsibilities:**

- **Talent Acquisition process:** The incumbent will support Manager-HR to ensure the adherence to successful channels for attracting, assessing, and selecting the best fit in the most efficient manner, which includes but is not limited to:
  - a. Posting position advertisements on various job portals
  - b. Initial screening of applications with the ToR
  - c. Written tests, panel review presentations, and selection interviews facilitation through VC/In-Person interactions and document the process with Minutes of Meeting
  - d. Process adherence and coordination with the respective committee at every step

- e. Recruitment tracker management
  - f. Review the current recruitment forms, guides, and processes for continuous improvement.
  - g. completion of pre-joining formalities in coordination with IT and Administration
  - h. joining formalities
- **Leave and Attendance Management:** In charge of tracking attendance and leave to ensure compliance with policies. Process owner for all record management pertaining to employee leave and attendance database with 100% data accuracy. Maintain up-to-date information on Leave and attendance software.
  - **HR Information System (HRIS):** Maintain audit-ready HR documentation and contracts. Update and maintain the HR master database and process trackers regularly. Generate MIS reports as required.
  - **Payroll Management:** Monthly payroll processing and ensuring compliance with all statutory requirements. Preparation of Overtime of the housekeeping staff in coordination with Administration department. Perform payroll functions of the outsourced staff in coordination with the third party, checking payroll inputs, and fixing processing errors.
  - **Record Management:** Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of HR files and records to collect and file all required documents appropriately. In charge of other regular and/or ad-hoc HR operational tasks, i.e., filing, preparing, and maintaining contracts (employee and consultant) and other HR documents/files to meet internal and audit requirements. Handles contracts' extension and renewal promptly. Preparation of Offer letter, Appointment Letter, and Appraisal Letter.
  - **Exit Management:** Ensure a smooth and cordial full and final process for staff, organizing farewell meets and the issue of relieving letters, Experience Letters, etc.
  - **Performance Management Process:** To support Manager-HR in establishing Organizational Learning & Development, by networking with educational institutions and universities as part of "My Learning Plan" in the performance management process at CDRI. To support in developing and managing a talent pool of list of CDRI staff, as per the outcome of the annual/mid-year performance appraisal and support translate into the "My Learning Plan" to achieve individual and organizational goal.
  - Support the HR team in employee engagement initiatives.
  - Ensure legal compliance throughout human resource management.
  - Participate in team meetings and activities relating to human resources and own work area; take responsibility for personal learning and development and for setting achievable and meaningful work objectives and, managing personal targets, meeting obligations of the deadlines.
  - e-office: To ensure e-office HR files are initiated on time and to track the movement of the files and necessarily follow up.
  - Undertake other HR responsibilities as assigned by Manager HR & Deputy Director-HR and Admin from time to time.

**Competencies:**

**Essential:**

- 1) Technical and Analytical Skill
  - a. Meticulous
  - b. Timeliness
  - c. Analytical & Problem Solving
- 2) Delivering Results
  - a. Dependability
  - b. Managing people & process
  - c. Innovation & Resourcefulness
- 3) Engaging & Partnering (Interpersonal / Teamwork)
  - a. Stakeholder Management
  - b. Working Collaboratively
  - c. Appreciate and encourage different culture context
- 4) Leadership
  - a. Able to see Big Picture
  - b. Decision Making
  - c. Inspires, motivates & empowers others
  - d. Team Management
- 5) Communication
  - a. Willingness to listen and express dissenting views
  - b. Is able to clearly convey ideas and information.

**Desirable:**

- Experience of working in international organization.
- Proficiency in MS Office, excel skills and numerical abilities.
- Ability to work with multiple tasks, demands and deadlines with a positive and constructive attitude.
- Proficiency in verbal and written communications in English.

**Qualifications:**

**Educational Criteria:**

Graduation in management, Human Resources, or relevant field. Post Graduate degree in Human Resources or two years equivalent PG diploma in Human Resources is desirable.

**Experience Criteria:**

Minimum 5 years of professional experience in HR preferably with an INGO or similar International Organizations.

**Reporting Line:**

The incumbent shall report to Manager-Human Resources.

**How to Apply:**

If you have experience working in a similar capacity and want to make an active and lasting contribution to a global initiative spearheaded by India, please apply through the online application form only on or before the last date <https://app.cdri.world/career/public/>.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment including sexual harassment and gender / racial discrimination. Any selection therefore will be subject to satisfactory reference and background check.

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