

India HIV/AIDS Alliance

invites talented professionals to consider joining our team

Associate: Human Resources

(Full-time)

(Location – Delhi)

Introduction:

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management

We are a Great Place to Work certified organisation a testament to maintaining a high trust – high performance working culture.

For further details about **Alliance India**, please visit <http://www.allianceindia.org>

Summary of Responsibilities:

The Associate: HR will be responsible to manage the routine HR functions effectively, including support to the recruitment process; managing staff contracts; staff onboarding & relieving formalities and the performance management system. S/he will also take a lead role in managing the logistical support required for organizing meetings/workshops organized by the HR team. The position will report to the Head: Human Resources.

The key responsibilities of the position are as follows:

- Support the line manager in managing recruitment procedures; completing joining formalities of new team members.
- Coordinate and manage the orientation sessions for newly joined team members.
- Responsible for managing the consultancy contracts with various consultants at the field level; and maintaining an up-to-date track sheet on the same
- Take part in various HR initiatives aimed at enhancing employee engagement-related activities and nurturing a conducive work environment of positivity, collaboration, mutual trust and high performance.
- Lead the selection process of consultants and; preparation, amendment and closure of consultants' contact following the organisational policies and adhering to timelines.
- Support the line manager in managing the staff performance management system within the organisation.
- Ensure timely settlement of invoices by regular vendors and consultants engaged under the Human resources budget.

- Responsible for managing the HRMS application and ensuring that staff is oriented on the usage of the application.
- Provide support in organising events, training and staff professional development activities for the Alliance India team.
- Maintain paper filing systems for HR including maintaining staff personal records.

Qualification & Experience

We are looking for a confident and well-organised self-starter with at least 2 to 4 years of experience as an HR generalist in a comparable set-up. Candidate with Postgraduate Degree/Diploma in Human Resources Management; Candidates who have completed their graduation and with adequate prior experience working in the Human Resources function will also be considered.

Skills & Attributes

- Confident and well-organized self-starter with the ability to work effectively on their own and with minimal supervision
- A team player with high level of coordination skills and multi-tasking capabilities.
- Experience working in a highly diversified and multi-cultural working environment.
- Excellent administrative, organizational and planning skills with attention to detail
- Excellent interpersonal skills with a demonstrated ability to use judgment, initiative, tact and discretion, as appropriate
- High level of competency in computing, especially Microsoft Office (Word, Outlook, PowerPoint & Excel)
- Fluent in English and Hindi

The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding of the relevant issues

Alliance India is an equal-opportunity employer. Applications are welcomed and encouraged by people most affected and living with HIV and the key populations we serve.

As a matter of policy, Alliance India operates rigorous recruitment and selection procedures and checks.

The compensation package will be commensurate with qualification and experience and at par with industry norms. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to recruit@allianceindia.org before the closing date. Please indicate the title of the post applied for in the subject line of your e-mail.

India HIV/AIDS Alliance

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 2nd October 2022

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about the interview date.

Due to urgency, the recruitment procedures may start even before the closure of the advertisement. Interested candidates are encouraged to apply at the earliest.

