

## **Job Description – Human Resource Executive**

### Job Summary

Human Resource Coordinator (HRC) will be responsible for overall management of human resource employed by TRUST Community Livelihoods. This includes all types of HR including consultants. S/he will manage recruitment, training & capacity building, payroll software management, office admin, performance planning and management and grievance handling in accordance with HR manual.

Reporting point: Managing Trustee

### Job description

Manage recruitment, induction, placement, probation, confirmation,

- Identify need of HR in coordination with program.
- Establish job requirement.
- Prepare job description.
- Establish indenting system for new positions and ongoing positions.
- Fill vacancies as per requirement and within timeline.
- Identify candidates through online & offline advertisement, alumni groups, social media, network, HR portals, hiring agency etc.
- Screen cv suitable as per job requirement.
- Set up panel for interview of 3 members consisting of end user, core group member and one more member from within organization.
- Conduct written test, group discussion to shortlist candidates.
- Conduct interview.
- Prepare offer letter of finalized candidates using salary data, location, project, probation period information, leave eligibility and reporting point.
- Ensure smooth joining process of new candidates by verifying records, orientation on procedures used within TCL like finance, HR, MIS, .
- Set up induction process in consultation with program.
- Facilitate candidate for preparing annual plan in coordination with program.
- Initiate and complete process of confirmation / extension of probation at least 15 days prior to end of probation.

### Performance management

- Every 6 month performance management of each employee for their performance during last 6 months. Send out clear guidelines, timelines, examples and format for performance management process.
- PM process is to be held between employee and supervisor and facilitated by HR.
- Conduct performance management (PM) of all employees twice a year at 6 month interval using PM tool provided in HR Manual. Review tools as necessary in consultation with program and (if required) external agency.
- Prepare list categorizing employees into “Requiring support, Can work by themselves and Can manage self and support others”.

- Establish method of mentoring employees “Requiring support”.

#### Performance planning

- At the beginning of each financial year conduct preparation of Performance Plan (annual work plan process) by sending out clear guidelines, timelines, examples and format for annual performance planning process.
- PP process is to be held between employee and supervisor and facilitated by HR.
- Support employees to prepare their annual work plan and set practical targets and objectives to be achieved in 12 months in order to further organization strategic plan and project commitment to donors.

#### Training & Capacity building

- Prepare annual training plan for each employee at beginning of financial year.
- Identify training needs for individual employee and organization as a whole.
- Identify resources, trainers, training organizations to conduct training of every employee for whom a need has been identified.
- Conduct pre and post training assessment to establish improvement in knowledge.
- Track use of knowledge in improvement of skills and contribution to project performance.
- Prepare training plans for new joiners as part of induction. Training plan must include subjects most used in every day as well as include cross cutting themes like gender, work place conduct, child protection, sexual harassment at work place, project management, finance management and knowledge management among others.
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#### Payroll software management

- Ensure that compensation of all employees and consultant is recorded and paid by using payroll software tool / agency.
- Maintain record of all employees in payroll system by adding new employees / consultants and removing ones that are no longer in TCL.
- Update all records of each employee like education qualification, past service record, trainings attended, disciplinary proceedings, change of projects, change of locations amongst few to mention.
- Cross check attendance record with physical records obtained from project office.
- Ensure that each employee has logged into payroll software with their own device to apply for leave, download pay slip and generally remain updated about h/his status.

#### Grievance handling

- Be the point person for conflict resolution, grievance handling and extend assistance wherever needed.
- Identify and handle disciplinary issues as per procedure laid down in HR manual.
- Issue warning letters as and when necessary.
- Take up cases of deviant behavior and extend counseling in coordination with program.

#### Office administration

- Ensure compliance of legal mandates such as PF, ESI, POSH, Minimum Wages, ICC, Labor Laws etc.
- Ensure that every office is equipped with wireless internet, necessary devices such as common printer, separate toilet for male and female, filing of documents logically, organized sitting space, kitchen / pantry facility, meeting room with projector, small speaker, extension boards, display board and other necessary things required to hold meetings.
- Maintain records and documents for 5 to 7 years. Scan and store bulk records.
- Ensure display of large size print out of TCL Vision and Mission.
- Ensure that contact details (cell number & email id) of all members of ICC are prominently displayed in every office.
- Ensure that confidentiality of office matter is maintained by everybody.
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Any other responsibility that may be assigned from time to time.