

HR Specialist

Job Title	HR Specialist
Department	Operations
Level	Level 3
Reporting Manager	Head - Finance, Accounts, HR & IT
Reportees	-Nil-



Role Overview:

This role would perform day-to-day transactions in the function of HR Specialist at SLF. S/He would be accountable to comply with the laid down processes and policies. The incumbent would be provided required direction, support and facilitation to perform the duties so that the processes are executed in the most effective way.

This role should also ensure smooth running of the above areas, maximum compliance, adequate control and minimum risks to the business of SLF.



Key Responsibilities:

Planning

- Prepare and plan for execution of the HR Processes & Policies, other employee engagement activities, in discussion with Reporting Manager
- Initiate HR interventions under guidance of senior management.
- Prepare and plan for recruitment in alignment with senior management & HODs
- Ensure strict monitoring and control of all expenditure against approved / budgeted amount and escalate instances of unplanned expenditure

Operational responsibilities

Talent Acquisition (TA)

- Ensure proper execution of Recruitment and Selection Process and Policy guidelines at SLF
- Ensure processing of Recruitment Requisitions from different departments as per defined process
- Facilitate the recruitment and selection process till finalization of candidate and selection
- Execute the onboarding and Induction process as defined
- Close the hiring process within set 'Lead time' and meeting targets of other TA metrics

Leave & Attendance

- Ensure employees attendance is recorded on system
- Keep track of all leave in the Leave Management System and attendance & leave records are provided to Accounts for Payroll

Performance, Rewards & Employee Engagement

- Anchor Annual performance management process through - timely goal setting, facilitating reviews, ratings & feedback to appraisees
- Facilitate Performance Improvement Programs (PIP) for identified cases
- Support Reporting Manager in implementing compensation & benefit structure and rewards & recognition program
- Facilitate the and salary increments process as required by Head
- Execute different Employee Engagement activities as per guidance of superior
- Handle employee queries and grievances by self or along with Senior Management

Exit Management

- Keep track of resignations and conduct / facilitate interactions with resigning employee to understand the reasons of exit
- Ensure completion of Exit formalities in all cases of separation.
- Manage legal and disciplinary cases by working closely with the HODs / Legal Counsel & reporting manager

People Development

- Facilitate overall People Development through Training sessions, on-the-job training, job rotation etc., as per guidance of reporting manager
- Establish the process for training needs identification and ensure that training programs are linked to the needs identified
- Coordinate & facilitate training programs in order to develop a highly efficient and functional workforce

Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager



Role Specifications:

Education

- MBA (HR) or equivalent

Experience

- Experience in HR roles – 3-4 Years
- Working experience on HRIS or HR ERP suite
- Experience in Non-Profit organizations is preferred

Key Behavioural attributes

- Execution Focus
 - Building Trust & Relationships
 - Impact & Influence
 - Planning & Organizing
 - Communication
- Learning Focus
 - Learning Orientation
 - Analytical Thinking
- Adherence to Core Values of SLF
 - Dependability
 - Integrity
 - Mutual Respect
 - Spirit of Public Service
 - Leadership
 - Excellence



Key Performance Indicators (KPI):

Sl.	Key Result Area (KRA)	Key Performance Indicator (KPI)
1	Timeline adherence	Number of instances of missing timeline (for reasons under incumbent’s capacity)
		% Adherence to Employees’ Training calendar
		% adherence to schedule for completion of performance management process
		Average Lead Time of Recruitment vs. target lead time as set by SLF
		Average Time vs Standard time for resolution of employee grievances
		Number of areas where incumbent has brought in significant improvement in overall lead time OR transaction processing time
2	Employee Engagement	Number of significant Employee Engagement activities effectively conducted (compared to plan)
		Number of new initiatives started by the incumbent to build more employee connect
3	Employee Feedback on HR	Score on HR Services (Responses to be collected from all employees through Employee Satisfaction Survey or such other ways)
4	HR Process Policy Compliance	Number of major Audit Findings in areas under the incumbents responsibility
		Adherence to agreed timelines for closure of Audit Findings.

5	Initiatives	Number of new initiatives taken like cost saving, process improvement, implementing best practices, etc.
6	Self-Development	% adherence to timelines of goal setting and performance appraisal of self.
		% adherence to assigned training by SLF.



How to apply: Interested candidates can apply for this position by clicking on the following link and submitting their application.

<https://forms.gle/hwCmi5KT2mg6JU558>