

## Vacancy Announcement

**Job Title:** HR Executive  
**Organisation:** Population Foundation of India  
**Location:** New Delhi  
**Duration:** One Year  
**Reports to:** Senior Manager – Human Resources

### About Population Foundation of India (PFI)

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. Today, PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Knowledge Management is one of the organizational strategies to generate the evidences and inform the advocacy efforts of PFI.

Besides implementing projects, PFI has played a significant role in giving grants to Indian non-government organizations. Since its inception, PFI has funded more than 375 projects across the country and continues to make grants focusing on its priority areas. The projects aim to reach the most marginalized, vulnerable and underserved communities, with poor demographic and socio-economic indicators when compared to the rest of the country. Over the years, PFI has played a catalytic role to create an enabling environment for policy advocacy on issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

### Job Summary

Currently PFI is seeking application for the position of HR Executive to assist Senior Manager Human Resources in regular HR operations and provide administrative support.

### Key Responsibilities

#### **Recruitment Support**

- Screening the applications and submitting to Sr. Manger HR with a summary in an excel sheet.
- Scheduling the telephonic interviews and face to face interviews alongwith required logistics support and sending out communication to all concerned
- Maintaining database of all shortlisted candidates and interview tracker
- Collating information in the interview assessment sheet and sharing the information to SM-HR for the process note.
- Coordinating completion of pre-employment medical check-ups & reference checks, ensuring all documents are received.

#### **Database Management of Staff**

- Maintaining updated information in the Master Database for all Employees and Consultants
- Filing of all documents and Maintaining Personnel file
- Maintaining birthday list of Employees & Full time Consultants and liaise with Administration for its implementation.
- Maintaining database for tracking probation confirmation, contract renewals of employees and consultants

- Maintaining Performance Appraisal database by importing Inputs from signed Appraisal forms into excel sheet regarding performance scores and development needs
- Development Plan database maintenance & its periodic up gradation
- After resignation, coordinate with Finance & Admin for completing the exit formalities
- Maintain database of Exit interview results for Analysis by the Sr. Manager
- Any other activity assigned by PFI from time to time

### **Required Qualification, Experience and Skills**

#### **Educational Qualification**

- Post Graduate, preferably MBA in Human Resource Management from a reputed institute

#### **Work Experience**

- Minimum 2-3 years of relevant experience in HR Operations
- Deft in MS-Office including excel and power-point

#### **Behavioural Skills**

- Good Communication skills in English (both written and verbal)
- Excellent interpersonal skills & willingness to learn
- Proactive and moderate analytical skills

#### **How to Apply**

Please send your updated CV with a covering letter describing your suitability for the position to [hrpfi@populationfoundation.in](mailto:hrpfi@populationfoundation.in) latest by April 15, 2018. Please mention the position “**HR Executive**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.