

Point of View is seeking a Human Resource Manager

About Point of View

Point of View is a non-profit founded in Mumbai, India in 1996. We empower women, girls, and gender and sexual minorities to shape and inhabit digital spaces. We are a pan-India organisation with a bigger global footprint, and a fast-growing non-profit recognised for running high-quality, impactful programs on ground and online for 25 years. We currently work across three program areas:

1. Gender, sexuality and technology
2. Gender, sexuality and disability
3. Digital storytelling

Position Overview

We are taking a leap forward in our 5-year strategic plan and are seeking a dynamic, self-motivated and articulate team player to join us as Human Resource manager. She/they will partner with the Operations Lead in shaping the Human Resource strategies of tomorrow, and have the potential to fully own the people focused areas of the organisation so the program teams can focus on what they do best.

The ideal candidate will be someone who can strike a balance between maintaining organisational policy adherence and building for growth. She/they will embody our values of Empathy, Collaboration, Integrity, Creativity and Excellence and help us realize our dreams of becoming one of the best places to work in the NGO sector.

Responsibilities

Planning and Governance

1. Ensure compliance with people policies, be in step with the changing HR regulatory requirements and adapt the same to the POV environment. Support build out of a HR policy.
2. Have a forward-looking plan on human resource requirements.

Recruitment

1. Support in creating JD and publishing the same on various platforms
2. Shortlisting candidates for hiring manager
3. Issuing offer letter
4. Onboarding new recruits and orienting them to POV work/culture.

Employee Engagement

1. Take initiatives to keep employees motivated.
2. Conduct training needs assessment
3. Redressal of employee's grievances

Contract Management

1. Ensure employees' contract renewal, probation and confirmation formalities.
2. Maintain personnel records
3. Provide HR updates to the leadership team
4. Follow up with insurance companies for employee's accident insurance
5. Manage leave records on Payroll and facilitate leave records to finance team for salary processing
6. Manage exit formalities

Performance management

1. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
2. Collate KRA/KPI for the organisation
3. Initiate performance assessments as per requirements.

Administration:

1. Oversee upkeep of office supplies/equipment/upkeep

Essential Qualifications

1. A hands-on leader with minimum 8-12 years' experience with demonstrated ability in HR strategy, planning and execution
2. Proven track record of success facilitating progressive organisational change and development within a small growing organisation
3. Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
4. Self-reliant, results oriented with an eye for detail
5. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with multiple stakeholders

Desirable Qualifications

1. Proven operations management leadership/ HR management degree preferred
2. Non-profit operations management background/knowledge of non-profit governance and compliance in India preferred
3. Passionate about gender, sexuality and digital tech

Work experience

At least 10-12 years

Location

Mumbai; remote working options within Mumbai are possible.

Salary

This is a full-time position. We offer competitive remuneration within the non-profit sector.

Start date

15 Feb 2023, negotiable

Application information

Interested candidates should send a resume, references, salary history and thoughtful cover letter describing your specific qualifications and interest in the position to vacancies@pointofview.org.

Applications will be reviewed as they are received. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted.

Point of View is proud to be an equal opportunity workplace. We are committed to building an organization that is increasingly representative of the communities that we serve. Preference will be

given to women, trans, non-binary persons.