



Terms of reference

Senior Human Resources Manager

3ie, New Delhi

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing and synthesising high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

2. Summary

3ie has witnessed immense growth in human resources in recent years, giving rise to challenges in formulation and institution of best practices, compensation planning to attract the best talent, capacity building and performance management for all the three offices of 3ie. 3ie requires a senior human resource manager to deliver a high quality, responsive human resource management that meets the current and future needs of the organisation, and in line with labour law requirements and best practice.

The manager will be responsible for developing, reviewing and implementing HR policies and procedures as further detailed below. The manager will ensure that staff policies and procedures are aligned, in accordance with local laws and with national and global best practices in the development sector.

The manager will report directly to the executive director based in New Delhi. She/he will supervise one full-time HR officer and may supervise consultants as needed. The preferred location is Delhi although exceptional candidates may be located elsewhere.

3. Key responsibilities

3.1 Human resources policy

- Responsible for the staff manual being complete, current and compliant with local labour laws, especially in India and the US;
- Develop all tools and processes needed to implement the 2017 HR manual;
- Identify any areas where policies need to be developed and manage development and implementation and inform senior management of the same;

New Delhi

202–203, Rectangle One, D-4, Saket District Centre, New Delhi – 110017, India

3ie@3ieimpact.org Tel: +91 11 4989 4444

- Lead all writing and finalisation of revisions to the manual, tools, procedures and guidance required to implement HR management to high standards. Ensure that the manual, policies and processes are reviewed annually and that any agreed actions are implemented by the agreed deadlines;
- Implement and promote diversity and inclusion initiatives across 3ie in line with business objectives;
- Prepare HR management information to gain greater insight into the trends within 3ie and to support continuous improvement in the management and monitoring of sickness absence, performance, retention etc. Provide appropriate recommendations to line managers to tackle any issues observed.

3.2 Manage compensation and benefits

- Ensure salaries and benefits are accurately and reliably benchmarked to local and international labour markets, as appropriate;
- Coordinate with the senior management at appropriate stages, for developing and implementing salary bands and scales;
- Assess benefits, compensation and compliance needs and update the management based on the results.

3.3 Employee relations and legal

- Provide a dedicated HR advisory service in relation to absence and health issues, conduct and capability, grievance matters, organisational change and the range of employment and employee relations matters;
- Investigate employee relations issues including grievances and disciplinary matters, and recommend appropriate action, participating in hearings where necessary;
- Provide advice to managers regarding the process of organisational restructuring and redundancy and support them through the implementation process;
- To develop and maintain collaborative and productive relationships with departments within 3ie;
- Meet regularly with staff representatives.

3.4 Performance management systems

- Provide guidance to staff on performance management systems, including conducting induction programmes when required;
- Support senior management and line managers to ensure that quarterly and annual reviews and performance planning are conducted regularly, well and on time.

3.5 Recruitment, induction and orientation

- In consultation with senior management, plan and execute recruitment specifically providing expert inputs to drafting job descriptions and announcements;
- Liaise with recruitment firms to secure quality recruitment services;
- Provide guidance and ensure effective marketing of all 3ie job announcements;
- Ensure timely short-listing and prepare all interview tools, as well as participate in interviews;
- Oversee the pre- and post-recruitment formalities;

- Design and facilitate induction and orientation programmes.

3.6 Learning and Development

- Conduct annual staff engagement surveys and implement plans to address issues that come up during such surveys;
- Conduct training needs analyses; identify and inform staff of opportunities for staff development;
- Review the success of training initiatives and work with senior management to develop a long-term training plan for 3ie staff;
- Support identification of suitable training options when needed for 3ie staff.

4. Qualifications and skills

4.1 Education and work experience

- Applicants must hold a relevant post-graduate degree in Human Resources Management, preference will be given to MBAs with a specialisation in human resources management;
- Minimum ten years of relevant experience, with at least five years at a senior level in international settings, preferably for an international development organization;
- Knowledge of employment legislation and the regulatory framework of India, US and UK;
- Advanced knowledge of latest HR trends in the development sector;
- Demonstrated success in international recruitment in the international development sector;
- Demonstrated experience strengthening compensation and benefits policies and processes for non-profits, preferably in international development;
- Experience in developing and implementing 360 performance management systems and in supervising staff.

4.2 Skills

- Excellent leadership, mentoring and motivational skills and proven problem solving skills
- Highly developed sense of ethics, integrity and confidentiality; attention to details, and ability to meet deadlines; willingness to put in extra working hours, as necessary.
- Team player; willingness to work in a multicultural environment, highly committed and motivated;
- Understanding of the rights-based approach to development
- Exceptional English-language skills;
- Knowledge of MS office applications including Word, Excel and PowerPoint;

5. Eligibility

3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

6. Terms of employment

Salary will be commensurate with qualifications and salary history within the applicable salary scale for this position.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org with the following application materials listed below. Please include “Senior Human Resource Manager” in the subject line. Incomplete applications will not be considered

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Three references.

Applications must be submitted by **23:59 IST, 31 August 2017**. Only those short-listed will be contacted.