Human Resource Associate
3ie, New Delhi

1. Background

The International Initiative for Impact Evaluation (3ie) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is seeking to recruit a Human Resource Associate (HR Associate) to support the delivery of high-quality and responsive human resource management which is in line with labour law requirements and best practices. In performing her or his tasks, the HR Associate will ensure compliance with 3ie's policies and processes, accountability to organizational values and principles and an enabling workplace environment in which staff potential is maximized.

Under the supervision of the Senior HR Manager, the HR Associate will execute a wide range of HR services. The incumbent will work in close collaboration with the operations, programme and communication teams in the Delhi office and operations staff in other 3ie offices to successfully deliver HR services.

The preferred location is New Delhi, although exceptional candidates may be located elsewhere.

2. Position summary

The successful candidate will be well-versed with best practices in human resources as well as general administrative responsibilities. S/he will be able to work efficiently to ensure the end-to-end running of HR tasks and operations and to contribute to the attainment of specific goals and results of the HR department and the organization.

S/he will be self-motivated professional with a can-do, team player attitude and experience of working in a multi-cultural environment.

3. Main responsibilities

3.1 Recruitment and selection

- Support with the full-cycle recruitment process, in accordance with the organisational process guidelines to include:
advertise job vacancies on various platforms;
- sort applications, including initial phone screening, coordinating with relevant line managers for shortlisting candidates;
- coordinate interviews and related logistics, participating in interviews as a member of the interview panel if needed; and
- manage post selection processes including reference and background checks, offer and appointment letter preparation, sending regrets, welcome emails, buddy selection and so on.

- Manage the consultant contracts and amendment process, including communicating with appropriate managers and managing the consultant database.

3.2 New employee orientation
- Coordinate onboarding for new hires, including creating the email id, seating and new hire documentation; and
- Prepare orientation schedules and coordinate with relevant office/unit representatives.

3.3 Benefits and payroll support
- Coordinate with the finance team to contribute to the accurate processing of payroll on a monthly basis, with respect to employee additions and exits, as well as final settlements;
- Manage the administration of staff benefits like enrollment and termination for group insurance;
- Manage the attendance and leave records, checking accuracy with the TRS data and share quarterly annual leave balances with the finance team.

3.4 Employee engagement:
- Assist with organizing regular wellness sessions and engagement surveys; and
- Responsible for monthly birthday celebrations, festival celebrations, farewells and so on.

3.5 Employee data management:
- Maintain accurate and up-to-date personnel files in a confidential and secure manner and update the staff database on a monthly basis; and
- Ensure timely staff probation confirmations and contracts renewals.

3.6 Miscellaneous
- Assist in the annual performance management process, annual audits, compensation benchmarking, as needed;
- Maintain and update a database of trainings and short courses by coordinating with relevant staff; and
- Providing other support to the senior HR manager and director for finance and administration, as needed.

4. Qualifications and skills

4.1 Education, training and work experience
- MBA/Master’s degree in Human Resources, Psychology or Sociology from a reputed institute.
- At least four years HRM administrative experience is required at the national or international level;
- Experience in recruitment and on boarding, contract administration, employee engagement in the development sector is very relevant;
- Proficiency in MS office, including Word, Excel, and so on. Knowledge of web-based HR management systems is an advantage.
- Experience of working in large multi-cultural teams.

4.2 Essential skills
- Willingness to take ownership of tasks, exercise good judgement and take initiative in adding value to processes;
- Strong written and spoken communication skills, including preferably social media skills;
- Attention to detail, ability to work on projects independently and under supervision;
- Enthusiasm for work, willingness to pitch in as needed, and a flexible approach to the working environment is essential;
- Strong work ethic and ability to maintain confidentiality is essential;
- Proven ability to multitask and meet deadlines.

5. Eligibility
Applicants must already have the right to work in India. Foreigners in India on a business visa do not qualify for this position. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity, disability, caste, religion or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

6. Terms of Employment
3ie offers competitive remuneration based on experience and qualifications. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

7. How to apply
Please apply by e-mail to jobs@3ieimpact.org and mention ‘3ie HR associate’ in the subject line. The applicant must provide the following information:

- A one-page cover letter highlighting experience most relevant to job description;
- Curriculum vitae (not to exceed two pages); and
- contact information for three professional references.

Applications will be reviewed on a rolling basis until the position is filled. Only the shortlisted candidates will be contacted.