

## VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION



Job Title: Sr. Associate, Human Resources

Location: Mumbai

Employment Type: Permanent, Full-time, 6 days a week

Reporting to: Director, Research & development

Application Deadline: 31st January 2019

### BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. It was started by 3 TISS alumni in 2013. The organisation has been working towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. The Apni Shala Foundation works on primarily three broad areas: creating promotive and preventive mental health programs in partnership with schools, offering professional development opportunities to teachers, educators and mental health professionals, and running a research based school that integrates academic and social and emotional competency development.

Within a period of 5 years, Apni Shala has engaged more than 6000 children in and around Mumbai and built programmes offering social emotional learning opportunities to children over 30 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and revenues through workshops.

Apni Shala has grown from a team of 3 in 2013, to an organization of almost 30. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. We take the personal and professional development of our staff very seriously and it forms a major part of our organizational operations. And we are set to hire our very first **Senior Associate, Human Resources** at Apni Shala.

### THE ROLE

#### Job Purpose

Reporting to the Director, Research & Development, the Sr. Associate, HR will be the single point of contact for all HR needs of the organization. This position will assist in the development of strategic and operational goals for Human Resource Development in Apni Shala and take responsibility for their



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execution. The position involves management and coordination with all verticals towards talent acquisition, retention and development of the Apni Shala team. In addition, the role will require supervision of office administration.

### Responsibilities

- Talent acquisition and onboarding
  - o Assess human resource requirements across all verticals and creates corresponding job descriptions
  - o Identify channels for attracting applications for required roles in the organization
  - o Design and implement screening, interviewing, and recruitment processes including background reference checks
  - o Schedule interviews by coordinating appointments
  - o Welcome new employees to the organization by planning and conducting orientation in consultation with other team members
- Monitoring and supervision
  - o Provide payroll information by collecting time and attendance records
  - o Submit employee data reports by assembling, preparing, and analyzing data
  - o Maintain employee information by entering and updating employment and status-change data
  - o Provide administrative support by supervising entering, formatting, and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies
  - o Maintain employee confidence and protects operations by keeping human resource information confidential.
  - o Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Talent retention
  - o Plan and design professional development plans for employees in consultation with directors of verticals and employees



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- o Handle employee requests regarding human resources issues and policy
- o Find suitable resources for team capacity building. Arrange and manage internal team trainings and workshops.
- o Plan and implement staff welfare activities
- o Coordinate, schedule and facilitate performance review processes for all staff
  
- **Volunteer management**
  - o Develop and manage volunteer engagement programmes in coordination with the Programmes team.
  - o Find suitable volunteers by posting vacancies on various portals as and when required.
  - o Assign volunteers to programmes as per requirements
  
- **Administration:**
  - o Supervise records maintained of office inventory by admin staff
  - o Monitor logistics like food, venue for all the meetings, events, visits by external trainers etc.
  - o Supervise maintenance of the office space.
  - o Manage janitorial staff, maintenance staff and office peon

## REQUIREMENTS

### **Knowledge, Skills and Attitudes:**

- Demonstration of high level of interpersonal skills including ability to build relationships within and outside the organisation
- Excellent communication skills
- Proficiency in English and Hindi – written and oral
- Proficiency in use of standard software applications ( MS Word, MS Excel & MS PowerPoint)
- Proficiency in proposal & report writing
- Knowledge on HR processes, systems, and best practices
- Ability to manage multiple projects at a time
- Orientation to detail



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### **Core Competencies:**

- Committed to Apni Shala's vision & values
- Highly motivated and committed
- Openness to explore new and innovative learning methods
- Ability to self-initiate tasks, work independently with minimum supervision
- Ability to delegate, coach supervise team members
- Ability to work in a team
- Ability to deal with ambiguity
- Ability to motivate and inspire others

### **Background/Experience:**

- Have completed a graduate or post-graduate course in any discipline.
- Relevant work experience of 2 years

### **Working Conditions:**

- The Sr. Associate Human resources mainly works from the Mumbai office located at 61/C, Kamgar Nagar, Kurla east, Mumbai-24. They may need to travel across Mumbai occasionally as part of their role.

## HOW TO APPLY

*Application Deadline:* 15<sup>th</sup> March 2019

Send your CV and cover letter by e-mail to [amrita@apnishala.org](mailto:amrita@apnishala.org). In your cover letter, do tell us why you desire to join Apni Shala.

For more about Apni Shala, please visit Apni Shala online at  
[www.apnishala.org](http://www.apnishala.org) | [apnishala.wordpress.com](http://apnishala.wordpress.com) | [facebook.com/apnishala](https://facebook.com/apnishala)

