

## Job Description: Executive, Human Resource

Atma Education, an NGO based in Mumbai, is an accelerator for Education. Atma empowers grassroots educational initiatives to grow bigger, better and stronger, in a lasting way thus turning potential dropouts into graduates. Atma addresses the challenges that an NGO encounters and works with them by adopting a systematic management approach. This eventually enables them to scale up, expand their reach and increase student learning outcomes.

**Purpose of this Position:** The HR Executive would assist in providing Human Resources support by contributing towards recruitment, reviewing human resources policies, programs and practices and updating them.

Location	Mumbai
Time Commitment	Full Time
Reporting	HR Manager
No.	Key Job Areas
1	<p><b>Recruitment of Staff and Volunteers</b></p> <ul style="list-style-type: none"> <li>• Understand Atma's talent requirements for staff and volunteers</li> <li>• Conduct Screen calls</li> <li>• Identify core competencies &amp; skills critical to Atma and use them for key talent identification</li> <li>• Source key talent through various internal and external sources for staff and volunteers</li> <li>• Build appropriate talent pool for staff and volunteers</li> <li>• Assist with setting up interviews.</li> <li>• Review Interview questions and update</li> <li>• To drive the Background verification process for all employees and volunteers.</li> </ul>
2	<p><b>Induction of Staff and Volunteers</b></p> <ul style="list-style-type: none"> <li>• Assist with pre-arrival induction requirements for Volunteers and staff</li> <li>• Assist with planning and setting up new employee and volunteer orientations to foster positive attitude towards the organization goals.</li> <li>• Coordinate schedules with Management staff to facilitate orienting and training of new employees and volunteers.</li> </ul>
3	<p><b>HR &amp; Volunteer Program Policies</b></p> <ul style="list-style-type: none"> <li>• Review all existing policies</li> <li>• Suggest relevant updates</li> <li>• Update policies</li> <li>• Recommending additional human resource and volunteer program policies and procedures.</li> </ul>
4	<p><b>Other tasks:</b></p> <ul style="list-style-type: none"> <li>• Assist with Volunteers management components like team socials, scheduling 1:1s,</li> <li>• Assist with putting together culture and values document/program to help decisions and actions of all employees and volunteers and transfer culture to Pune office through induction</li> <li>• Track employee and volunteer hours</li> <li>• Research into any legal HR compliances that need to be set up</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Research on any new HR practices or trends that could be beneficial to Atma</li> <li>• Review JDs periodically and update accordingly</li> <li>• Assist with rolling out of scheduled events like appraisals, evaluations, meetings,</li> </ul> |
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<b>Skills</b>	<b>Knowledge/Experience</b>	<b>Attitudes</b>
Ability to work well under pressure	Bachelor's degree or higher	Detail oriented
Excellent interpersonal skills	HR background or focus	Friendly and professional demeanour
Excellent verbal and written communication	Ability to work independently	Positive and energetic attitude
Excellent coordination skills		Willingness to develop knowledge of Mumbai and Pune
Creativity		Self-starter
Problem solving		Maturity
Ability to deal with ambiguity		Teamwork
		Flexibility

**Atma's Policy on Child Protection and Safeguarding**

Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.