

THE BLIND RELIEF ASSOCIATION, DELHI
(Non-Governmental Organization)

Job Role: HR Executive

Position Overview: We are seeking a competent and motivated HR Executive to join our team at The Blind Relief Association, Delhi. As an HR Executive, you will play a crucial role in supporting our mission to make a positive impact on the lives of those we serve. You will be responsible for various aspects of human resources management, ensuring that the Association attracts, retains, and develops a talented and committed workforce.

Key Responsibilities:

1. Recruitment and Talent Acquisition:

- Manage the end-to-end recruitment process, including job postings, screening, interviewing, and candidate selection.
- Collaborate with department heads to understand their hiring needs and develop effective recruitment strategies.
- Conduct orientation and onboarding sessions for new employees, ensuring a smooth assimilation into the organization.

2. Employee Engagement and Relations:

- Promote a positive work culture and employee satisfaction by organizing engagement activities and events.
- Address employee queries, concerns, and conflicts in a timely and empathetic manner.
- Implement and administer policies, ensuring compliance with labor laws and NGO regulations.

3. Performance Management:

- Support the implementation of performance appraisal processes, providing guidance to managers and employees.
- Assist in identifying training and development needs for individuals and teams.
- Monitor and track performance reviews, promotions, and career growth opportunities.

4. HR Operations:

- Maintain accurate and up-to-date employee records, ensuring confidentiality and security.
- Handle HR-related documentation, including contracts, letters, and employee databases.

- Collaborate with finance and administration teams to ensure timely and accurate payroll processing.

5. Training and Development:

- Identify training needs and coordinate the design and delivery of training programs for staff development.
- Organize workshops, seminars, and learning sessions to enhance employee skills and knowledge.

6. Compliance and Policy Adherence:

- Ensure compliance with local labor laws, regulations, and NGO-specific guidelines.
- Develop and update HR policies and procedures, communicating changes to the organization.

Age, Qualification and other Requirements: (Age and qualification to be taken with reference to 30 September 2023)

- The maximum age limit is 35 years;
- Bachelor's degree in Human Resources, Business Administration, or a related field. Additional HR certifications are a plus.
- At least 3 years' experience as an HR Executive or in a similar HR role, preferably in the NGO or non-profit sector.
- Knowledge of HR best practices, labor laws, and regulations.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams.
- Strong organizational and problem-solving abilities.
- Demonstrated ability to maintain confidentiality and handle sensitive information.
- Proficiency in HR software, databases, and Microsoft Office Suite.
- Passion for the NGO's mission and commitment to social impact.

Work Environment: You will be part of a dedicated and mission-driven team working together to make a positive difference in society. The Blind Relief Association offers a supportive and inclusive work environment, with opportunities for professional growth and development.

Remuneration: Annual CTC will be Rs. 5.00 lakh approximately however this will not be a limiting factor for outstanding candidates.

How to Apply: To apply for this position, please submit your updated resume, a cover letter detailing your relevant experience, and a brief statement explaining your interest in working with the Blind Relief Association, Delhi. Applications can be sent via email to careers@blindrelief.org.