



## HR-Admin Lead

### About UPAY

UPAY strives to make education for all increasingly accessible with its two major prongs – Footpathshaala and Reach and Teach. Children are taught through open classroom programs using various recreational and skill developmental activities with the vision of a world where education is no longer a distant dream for every child.

UPAY is the product of a passionate young IIT Kharagpur graduate wishing to change the life of every Indian child through the most powerful tool – education. Intending to replace begging bowls with books, Varun Shrivastava, along with three equally driven young Engineers laid the foundation for UPAY on 20th May, 2010. Since its inception 14 years ago, UPAY has achieved various milestones with its multi-dimensional and personally-catered approach. With the motto that, if the children can't reach school, let the school reach them, UPAY envisions removing the disparities in the field of education.

### About the Position:

We are looking for an HR- Admin Lead to oversee all aspects of human resources management and administrative practices and processes. The functional lead (FL) shall be responsible for the whole employee life cycle, from hiring to engagement of Volunteers/ Employees in all the zones, and also handling all processes that involve administrative intervention and practices. Induction and orientation, addressing their training needs, implementing HR initiatives to resolve issues related to their employment to smooth exit of an employee/volunteer from the organization, handling collaborations, assets, etc.

### Roles and Responsibilities: -

1. Develop, implement & monitor HR strategies and initiatives aligned with the overall organization strategy.
2. Bridge management and Volunteers/ employee relations by addressing demands,

grievances or other issues.

3. Manage the recruitment and selection process for Volunteers/interns and employees.
4. Support current and future organizational needs through the development, engagement, motivation and preservation of human capital.
5. Nurture a positive working environment.
6. Oversee and manage a performance appraisal system that drives high performance.
7. Maintain pay plan, leaves management, and Volunteers/ Employees benefits program.
8. Assess the training needs of individuals, formulate training programs, and organize and monitor training programs.
9. Competency development program for management /leadership group
10. Report to management and provide decision support through HR metrics.
11. Ensure legal compliance throughout human resource management.
12. Engagement of Employees/Volunteers with the organization.
13. In-depth knowledge of labor laws, statutory compliances and HR best practices of the NGO sector.
14. Responsible for baseline and end-line surveys for the research project on the various policies in the educational sector.
15. Responsible for planning, designing, tool preparation, analysis, and report writing based on various projects.
16. Coordinate with various Governmental and Non-Governmental agencies to research various schemes and policies and help beneficiaries of the organization achieve such support.
17. Plan, implement, maintain and monitor various parameters of the projects and ensure that all projects are implemented well on time, within the scope and budget.
18. Write research and project reports for presentation and submission to various stakeholders, including top management, donors, government organizations, partner organizations and internal/external auditors, etc. Preparation of periodic and ad hoc reports, as required.
19. Scheduling and mapping activities to ensure the smooth success of the organizational activities.
20. Weekly reports on the project progress and also action plans for the same.
21. Planning, preparing reports, and maintaining financial accounting, procurement, and finance-based approvals.

22. Ensures the smooth and efficient day-to-day operation of research and project and data collection activities, and act as the primary administrative point of contact for internal research staff and different stakeholders.

23. Undertake such other assignments, which may be assigned from time to time.

24. Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

### **Eligibility & Qualification Requirement: -**

1. Degree in Human Resources Management or related field.
2. Knowledge of HR systems and HRMIS.
3. Knowledge of HR metrics.
4. Ability to architect strategy with leadership skills
5. Excellent active listening, negotiation, and presentation skills
6. Competence to build and effectively manage interpersonal relationships at all levels of the organization
7. Knowledge of MS Office is a must.
8. Effective oral and written communication skills in English and Hindi.
9. Good drafting skills
10. Age limit – 30 years

### **Preference –**

1. Based out of any of the locations – Nagpur, Bangalore, Delhi-NCR, Pune, Kolkata.
2. Prior experience in NGO administration and management.

**Location:** - Hybrid

**Monthly package** – 18-20k