



ENFOLD PROACTIVE HEALTH TRUST

Position: Lead H.R & Operations

Reports to: Director - Finance & CSR

Location: Enfold Proactive Health Trust, Bangalore

Full / part time: Full-time

Key Responsibilities

1. Recruitment
 - a. Advertising and hiring of new staff, in coordination with team leads
 - b. Reference checks and police verification
 - c. Onboarding of new staff (Agreement, Orientation, training)
2. Goal setting, performance management/ appraisals
3. Capacity building of Enfold staff and associates
 - a. Skill Gap Analysis for all teams, in coordination with team leads
 - b. Planning calendars for each team's capacity development, in coordination with team leads.
 - c. Developing and retaining employees, enabling coaching for high-potential employees,
4. HR operations:
 - a. Maintain HR data base and effective documentation of employee records
 - b. Issue and renew staff and vendor contracts
 - c. Track leave taken by employees and consultants
 - d. Compensation and benefits administration
 - e. Track and coordinate employee insurance
5. Organization development:
 - a. Work in coordination with team leads to develop second line of leadership and succession plans,
 - b. Manage and address demands, grievances or other issues faced by or between staff and management.
 - c. Recognise and address conflict and find resolution, for all to work amicably together, in coordination with the respective team lead/s.
 - d. Organize employee engagement and wellness activities including periodic get-togethers, leading convergence and other meetings, and birthday celebrations
 - e. Handle end-to-end internship and volunteering process
 - f. Enable mentoring,
 - g. Create systems for affirmation and acknowledgment of employees for good performance, creating strategies for career enhancement and promotions, etc.)

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6. Compliance:
 - a. Ensure employment related compliance to laws and statutory bodies
 - b. Ensure formulation and implementation of all of Enfold's policies including, but not limited to, Safe Recruitment, Protection from Sexual Abuse and Harassment (PSEA), Child Safeguarding and Greivance Redressal, with the support of team leads and the Managing Committee.
 - c. Coordination with funding agencies to fulfil their HR and PSEA compliance requirements.
 - d. Responsible for the timely submission of HR related reports to authorities.
 - e. Responsible for the legal requirements, rules, and regulations related to employment, labour, and human resources. Responsible for the Statutory Compliance to ensure that Medical Insurance, PF, ESIC, PT calculation challan generation and remittance.
7. Any other HR-related work through mutual consultation.

Education:

MBA Human Resources OR Masters in Personnel Management and Human Resources

WORK EXPERIENCE:

Essential : 5+ years of professional experience

Preferable : 5+ years of professional experience with an NGO.

Skills and Personal Attributes

Essential :

1. Excellent communication, writing, interpersonal and technical skills
2. Ability to work effectively with people across all work levels in the organization and from diverse backgrounds
3. Strong Problem solving and conflict-resolution skills
4. Ability to prioritize
5. Proficiency in speaking, reading and writing English and Kannada.
6. Familiarity with Google Workspace (doc, sheet, PowerPoint, forms, etc)

This position requires a high degree of confidentiality in dealing with personnel and finance matters. Applicants must be friendly, courteous, and have a professional approach.

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Last Date for application: 25 Jan 2025

Date of Joining: Immediate

How to apply: Enfold is committed to providing equal opportunities in employment and creating an inclusive work environment. Interested candidates can fill out this [Link](#)

Note : Enfold has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

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