

### **About Dhwani Foundation:**

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

Currently foundation's work is spread in Karnataka, Tamilnadu, North-East and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team of 30 members from diverse fields who bring-in interesting dimensions to the development sector.

**Position: Manager– Human Resource - Full time**

**Location: Based in Bengaluru**

### **Key Responsibilities:**

- Develop and implement HR strategies and initiatives aligned with the overall strategy of the organization
- Plan and manage the recruitment and selection process
- Support current and future operational needs through the development, engagement, motivation and preservation of human capital.
- Enhance the induction and onboarding process with learnings and latest trends.
- Develop and implement training and development path for personnel
- Oversee and manage a performance appraisal system that drives high performance
- Examine the current compensation policy
- Nurture a positive working environment
- Bridge management and employee relations by addressing demands, grievances or other issues
- Act as the guardian of the HR Policy & adoption / implementation within the organisation
- Ensure adherence to POSH and CPP policy & statutory compliance

**Experience:**

- 10 years of work experience in dealing with recruitment, understanding of onboarding procedures, knowledge of performance appraisal systems, implementing training and development programmes
- Social Sector background will be an advantage

**Skills & Knowledge:**

- Excellent people skills, able to collaborate at all levels
- Good communication and presentation skills
- Ability to manage a team of vendors and consultants
- Proficiency in basic technology

**Salary Offered:**

Commensurate with experience

**Application Process:**

To apply for this position, share your CV with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with “Manager– Human Resources” as the subject line.

Will be helpful if you share a link to your LinkedIn profile.

Only short-listed candidates will be contacted.