

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 organisational development programmes, technology enablers, system & process improvement and sectoral strengthening.

Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and North-East of India, supporting close to 2800 grassroots NGOs through various initiatives.

Log on to www.dhwanifoundation.org for more details.

Position: Assistant Manager - HR (Full time)

Location: Bengaluru , Karnataka

Purpose of the Job: To Manage all core HR activities, including payroll, employee relations, learning and development, internal recruitment, employee engagement, and maintaining and improving HR systems.

Key Responsibilities:

- Manage the execution of the HR Strategy to ensure achievement of the objectives
- Drive consistency and excellence in HR policies and practices across the organization.
- Manage the implementation and amendment of employment policies from time to time
- Identify staffing needs and manage the creation of job descriptions and handbooks
- Plan and manage the recruitment process to ensure best talents are hired into the system.
- Enhance and Ensure the onboarding process is handled in a professional manner to expedite the settling-in period
- Enhance employee retention through effective engagement, and development of programs
- Support current and future operational needs through the development, engagement and motivation of employees.
- Effectively Implement performance management systems to align individual goals with organizational objectives.
- Identify and nurture high-potential employees to create a strong leadership pipeline
- Establish continuous learning programs to upskill employees and enhance productivity
- Ensure employee training requirements are well managed and monitored. and ensure they are of a high standard.

Key Responsibilities:

- Ensure a mechanism exists to address employee grievances promptly and effectively.
- Implement feedback mechanisms to ensure every voice in the organization is heard and valued
- Identify HR trends so that attention can be directed to key issues and resources.
- Manage the allocation of HR budgets.
- Ensure internal HR communications, including any issues, initiatives and programmes are well planned and coordinated.
- Demonstrate the company values, championing the leadership behaviour framework.
- Demonstrate a high-performance ethic with a focus on successful outcomes.

Experience:

- 4 to 7 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@dhanifoundation.org with **'Assistant Manager - HR (Full time)'** as the subject line.

Mark a copy to sunita@dhanifoundation.org

Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.