

Human Resources Specialist

Apply Now

Company: The Nature Conservancy

Location: India

Category: other-general

OFFICE LOCATION

New Delhi, India

WHO WE ARE

ORGANIZATIONAL OVERVIEW: A PIONEER IN CONSERVATION LEADERSHIP

This is an exciting time at The Nature Conservancy (TNC) as we are shifting our strategy for greater impact in the world, seeking to address some of the most complex challenges facing people and nature — issues such as climate change, conserving lands, waters, and oceans at unprecedented scale, providing food and water sustainably and helping make cities more resilient and sustainable.

For more details please visit to our website:

Organizational History

Nature Conservancy India Solutions Private Limited (NCIS) is one of the group entities of The Nature Conservancy (TNC). NCIS is a private limited company incorporated under the Companies Act 2013, having its registered office in India in New Delhi, India. The company currently provides technical consultancy, monitoring & evaluation, and other related services in the domain of conservation and environment to its various clients within and outside India. NCIS helps its clients in achieving their environmental and conservation targets by providing science-based solutions and technical support. NCIS has been providing services to its various clients for last three years in India.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

WHAT WE CAN ACHIEVE TOGETHER

We seek an HR Specialist to provide human resource services in one or more in the following functions: employee relations, compensation, talent management, benefits, payroll, staff development trainings, organizational development, and recruitment. The position is based out of Delhi. This is 2 years contract, which may get extension, subject to candidates' performance and management discretion.

Location: New Delhi

ESSENTIAL FUNCTIONS

The HR Specialist is responsible for administering and maintaining HR systems, programs, procedures, and plans according to HR policies and will provide assistance to all level of personnel on various HR-related issues and requests. The Human Resources Systems Data Analyst will be responsible for the building, maintenance, and analysis of Key Performance Indicators (KPI's) in Human Resources, with knowledge of reporting best practices. Experience includes working with and maintaining Diversity and Inclusion reporting, Talent Management and Operations related key metrics.

WE'RE LOOKING FOR YOU

Roles and responsibilities:

Coordinate the recruitment process for highly skilled staff and consultants in a timely manner, including consultation on job descriptions, grades, and compensation and update our database

Work with hiring managers to develop and conduct new employee orientations and ensure staff are effectively onboarded

Ensure that all local personnel files are complete and are in compliance with legal requirements and internal policies of TNC

Ensure to maintain employee monthly attendance, leave records and filing

Ensures contract management

Ensure Vendor management

Coordinates with Admin & I.T to ensure delivery of required assets to new staff

Manage the personnel paperwork processes for all routine hires, position changes and

terminations; Work closely with supervisors to facilitate the completion of all staff administrative paperwork

Ensure that all types of terminations are managed effectively and as per requirements

Support payroll system including calculating employees' compensation, compliance and statutory, updating our internal payroll databases and ensuring timely payments

Provide clerical and administrative support to Human Resources Manager and Management, where required

Support HR department to bridge management and employee relations by addressing demands, grievances, or other issues

Plan training needs and support HR department to make Training calendar along with monitoring training programs

Ensure labour compliance throughout human resource management

Support HR strategy in implementing various HR Initiatives, Employee Engagements, Employee Well-being along with keeping management informed

Manage and conduct all Employee Relations procedures with support from HR Operations on disciplinary, grievance, performance management and redundancies, Internal Complaints Committee, coordinating the employee's exit and tracking status of full & final settlement

Management Information/Reporting: Recruitment MIS, Employees MIS

Coordinate HR projects (wellbeing, meetings, retreat, training, surveys etc)

WHAT YOU'LL BRING

MINIMUM QUALIFICATIONS

Degree, HR professional certification, or 4 years HR-related experience, or equivalent combination.

Experience maintaining files, processing paperwork, data entry or related.

Experience responding to employee or customer inquiries.

Experience working with MS Office software and database software.

DESIRED QUALIFICATIONS

Master's degree in Human Resources

Minimum 7-10 years' experience of working in an international organization (NGO or for-profit organization)

Experience responding to HR related questions and problems from employees/management

Multi-lingual skills and multi-cultural or cross-cultural experience appreciated

Advanced understanding of fundamental HR concepts, processes, and services

Strong organizational skills and attention to detail

May require fluency in foreign language(s) to support global operations

Ability to travel

Demonstrable experience with Human Resources metrics

Knowledge of HR systems and databases, HRIS and PeopleSoft

Excellent active listening, negotiation, and presentation skills

Experience responding to HR related questions and problems from employees/management

Experience in one or more of the following areas: database management and spreadsheet software; constructing and producing reports; data input, manipulation, and analysis.

Experience working with MS Office software, including Word, Excel, Access, and PowerPoint.

Experience responding to HR related questions and problems from employees/management

Experience in one or more of the following areas: database management and spreadsheet software; constructing and producing reports; data input, manipulation and analysis

Experience working with MS Office software, HR information systems and analytics tools

SALARY INFORMATION

Job Family: Human Resources

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