

Announcement for the post of Human Resource Manager in MVDA

About the organization

Mount Valley Development Association (MVDA) is a voluntary Organization based in Tehri district of Uttarakhand in India. MVDA was started in 1995 with a vision to eradicate poverty through development of sustainable livelihoods, promote good governance through social harmony, minimize social discrimination and develop entrepreneurship to minimize migration of youths from the rural mountain villages.

For the last 21 years, MVDA has also been sharing its experiences with larger communities and advocating the issues responsible for degenerated Himalayan system successfully. MVDA is working in difficult mountainous terrains and plain areas covering range of concepts and methods drawing on various funding and support.

Presently MVDA is working with nearly 8000 families reaching over 32000 populace and formed 1200 Self Help Groups (SHGs) and 189 other working groups in the difficult mountainous terrain in Tehri, Uttarkashi, Rudraprayag, districts and plain areas in Haridwar, Saharanpur, Hathras & Kapurthala. MVDA's operation covers a span of 197 villages of 7 districts of Uttarakhand, Uttar Pradesh & Punjab. MVDA have also initiated registering 03 Women federations.

Job Title	Human Resource Manager
Place of Work	District Tehri Garhwal, Uttarakhand
Reports to	Secretary
Manages	Human Resources and organization's administration
Remuneration	Rs. 22,000 -25,000 PM

Job Description

The Human Resource Manager will be responsible for providing professional administrative support and HR-related service to the organization operations, program and staff, other technical, IT and administrative system in order to the contribute to the delivery of the organization's overall objectives. This position will ensure that the HR policies and administrative practices enable MVDA to work in an effective, efficient and consistent manner in compliance with rule and regulation of the organization.

Key Objectives and Responsibilities:

- Manages all correspondence within and outside the organization;
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc);
- Deal with employee requests regarding human resources issues, rules, and regulations;
- Develop and implement a human resources plan and personnel management policies and procedures;
- Promote workplace safety;
- Records all incoming and out-going letters and documents;
- Receives advice from the Secretary and Program Management team on relevant issues and tend to the information/inquiries sought;
- Conveys all the required instructions and policies of the organization to the staff and the views of the regional staff to the leading body;
- Monitors administrative aspects of the field offices/staff and evaluates discipline and punctuality of the staff to the assigned tasks;
- Ensure the maintenance of attendance register in office and also confirm staff attendance level in the field;
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles/motorbikes/bicycles, air conditioner and miscellaneous;
- Looks after administrative affairs of the Office;
- Communicate regularly with key colleagues through regular reporting, by email, phone and occasional face-to-face meetings;
- To work as part of the staff team to achieve our organizational goals;
- Prepare, develop and implement procedures and policies on staff recruitment;
- Prepare notices and advertisements for vacant staff positions;
- Provide advice and assistance with writing job descriptions;
- Provide advice and assistance when conducting staff performance evaluations;
- Identify training and development opportunities;
- Organize staff training sessions, workshops and activities;

Qualification and Requirements

- Qualified to degree level in a relevant subject
- Understanding and practical knowledge of employment law and employer best practice
- Organized and methodical approach to administration and record keeping
- Ability to work to deadlines with good prioritization and time management skills;
- Good computer literacy, with knowledge of Microsoft Office applications including Word, Excel;
- Fluency in both English and Hindi;

- Communication and reporting skills (verbal and in writing);
- Proven ability to provide support, guidance and training to financial and nonfinancial managers and colleagues.
- Manage the recruitment, selection and hiring of new staff, service contractors and short-term volunteers;
- Ensure that a job planning and performance management system is established and implemented for all staff;
- Ensure that an effective training process is in place for staff, including training needs assessments, professional development plans, and monitoring the implementation of those plans;
- Planning, organizing, providing leadership and controlling all administrative functions;
- Good organizational skills and attention to detail.

Contact details	<p>Interested candidate can send his and her resume along with cover letter at contact@mvda.org.in and can go through our website www.mvda.org.in for more information about the organization.</p> <p>Contact person: Mr. Avtar Singh Negi (Secretary)</p> <p>Contact number: 09627271962, 09412079206</p>
-----------------	--

MVDA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, veteran status, sexual orientation, or any other legally protected status.

