

Relevant Sector: Human Resource Management, Human Resource Development.

Position: Human Resource Manager.

Location: Cuttack, Odisha.

Apply by: 10th June, 2016.

About the Organisation: The Legal Service Institute managed by Committee for Legal Aid to Poor in short CLAP, is a public interest law organization with a mission to render legal services pro-bono to strengthen access to justice and undertake juridical advocacy for legal reform. It originated in the year 1982 to broaden the horizon of legal aid to poor to overcome poverty. Over the years it evolved as a specialized organization in the field of law and justice. Broadly the Legal Service Institute endeavours to eliminate injustice from the society and engaged to promote justice. Through its strategic legal intervention, the Legal Service Institute re-affirms its commitment to strive towards progressive realization of fundamental human rights with dignity of individuals and the communities in its manifold manifestation. While doing so it aims to bring about good governance based on rule of law through strategic application of law which is equitable, transparent and accountable as well as gender responsive.

Position Overview: The primary responsibility of the Human Resource Manager is to develop policy on HRM and coordinates human resource activities such as staff selection, appointment, contract, compensation, benefit, training and internship coordination.

Education/Experience Requirements: A candidate must possess a Master degree in HRM or MBA (HRM) and must have at least 3 years experience in development sector or similar position.

Skills: Selection, Appointment, Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, budgetary management skills; problem-solving, conflict resolution, leadership, organizational, analytical and interpersonal skills; and advanced knowledge in computer applications. He/she must have initiative and be able to work effectively independently and with a team.

Specific work elements: Develops HRD Policies and Pay Structures with benefits, maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records. Maintains human resource staff by recruiting, selecting, orienting, and training employees. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions. Ensures planning, monitoring, and appraisal of employee work results and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors. Maintains employee benefits programs and informs employees of benefits; recommending benefit programs to management; directing the processing of benefit claims and awarding benefit contracts.

Honorarium: INR 25,000 per month (Consolidated).

Appointment: Initial appointment for a period of 2-year (Extendable) with 3-months of probation period.

Reporting Authority: Project Coordinator who is the Chief Executive Officer of the Organisation.

Application Procedure: Submit your CV and cover letter by email to info@clapindia.org with "Apply for the post of Human Resource Manager" in the subject line.

Job Email ID: info@clapindia.org