

Program Support - HR & Finance Officer

Position: Program Support – HR & Finance Officer

Program: Digital Equalizer

Location: Gurgaon /Delhi

Background:

The American India Foundation is committed to catalyzing social and economic change in India, and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 5.6 million of India's poor. Learn more at www.AIF.org

About the Program:

Digital Equalizer (DE) utilizes technology to bridge the educational and digital divide in India by transforming under-resourced schools into dynamic places to teach and learn through collaborative, project-based learning.

DE is implementing IBM STEM for Girls program in Rajasthan, Punjab and Haryana with an objective:

- Leverage coding as a tool to build critical 21st century skills and agency in girls across the country
- Work with state governments and education departments to not just support but advocate for the program in schools.
- Build capacity of the ecosystem - Include teachers and principals as key players in the program - who eventually own and run the program in their respective schools

Key Responsibilities:

The HR & Finance Officer must ensure that the organization's vision, policies are communicated clearly to all staff appointed for IBM STEM for Girls Program, providing them with all the information they need. S/he will be responsible for certain decision making in day to day management of the HR and Finance Operations. The incumbent will be expected to adhere to system and processes for smooth functioning of various facets of HR and Finance concerning IBM Stem for Girls Program.

The responsibilities include, but are not limited to:

HR Operations

- Communicate HR manual policies/ procedures to staff.
- Maintain & manage personnel records with all details.
- Manage attendance/ leave records of the staff as per AIFT norms.
- Prepare staff details for salary sheet for processing salaries
- Manage employee health and accidental insurance with insurance companies.
- Maintain & update HR organizational structure
- Organize staff meetings, fun activities & small celebrations.
- Provide thought leadership and develop efficient processes for the HR functions
- Develop / improve robust mechanisms and processes to manage employee concerns and grievances
- Plan and Lead delivery of quality HR services and ensure that people are up to date with all HR developments
- Function as an effective member of the senior leadership team

Recruitments and contract management

- Manage recruitment & selection process.
- Process joining formalities for new employees.
- Plan & conduct the orientation programmes for the new recruits.
- Preparation of offer letters/ contracts /relieving letters.
- Process confirmation after completing probation period of an employee.
- To keep record for program staff hired on contractual basis and to keep track of their renewals. To work closely with program heads

Performance Management

- Administer Performance appraisal process and coordinate with core team for staff appraisals.
- Analysis of the development plans with a focus and linkage to the AIFT mission and vision
- Monitor progress along with the line managers towards development plans on a periodic basis to ensure implementation of the plans.

Finance Management

- Processing and accounting for all payments including partner tranches, vendor invoices, staff claims and salaries in a timely manner following organization policies and procedures.

Qualifications and Experience:

Masters degree in HR with 2-3 years of experience and basic knowledge of finance management

Skills and Competencies:

- Experience of working in a social development sector would be an added advantage
- Excellent communication skills both written and verbal
- Ability to think conceptually and play an advisory role to senior management and teams
- Ability to support staff from a distance
- Outstanding listening and facilitation skills
- Good collaborative, liaising and relationship management skills
- Problem solving skills
- Ability to prioritise and manage conflicting priorities
- Willingness to travel across the states

Reporting: The position will report to Senior Program Manager

Other: Salary commensurate with experience. Initially contract shall be issued till May 2020, which shall be renewed on yearly basis thereafter, on the basis of performance.

Position Availability: Immediate

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to derecruitments@aif.org with subject line "HR & Finance Officer".

Deadline for applications: **28th Feb 2020**

Only applications of shortlisted candidates will be acknowledged.