

Assistant Manager - Human Resource

Satyarthi Movement for Global Compassion (SMGC)

Location: New Delhi, India

Employment Type: Full-time

Reports to: Senior Manager-HR

About the Role

The Assistant Manager – Human Resources will play a key role in strengthening and supporting the organisation's people systems and HR functions by managing talent acquisition, learning and development, performance management, employee engagement, HR operations, policy implementation, and statutory compliance.

The role is responsible for ensuring effective and people-centric HR processes that enable organisational effectiveness, employee wellbeing, and a positive workplace culture. Working closely with internal stakeholders, the Assistant Manager – Human Resources will contribute to building responsive HR systems, fostering an inclusive and values-driven work environment, and ensuring compliance with organisational policies and applicable labour laws.

This position requires a proactive, solution-oriented, and compassionate HR professional who can independently manage HR responsibilities while supporting organisational growth, strengthening employee experience, and promoting collaboration and accountability across teams.

Key Responsibilities

Talent Acquisition & Workforce Planning

- Manage end-to-end recruitment processes within defined timelines
- Coordinate with HODs for manpower planning and JD finalization
- Manage sourcing through internal and external channels
- Coordinate screening, interviews, assessments, and reference checks
- Ensure fair, transparent, and competency-based hiring practices
- Facilitate offer rollout and pre-joining engagement

Learning & Development / Capacity Building

- Conduct and coordinate Training Needs Assessment (TNA) across teams
- Develop and implement annual learning and development plans
- Coordinate internal and external training programmes and workshops
- Maintain training records and evaluate programme effectiveness
- Support leadership development and organisational capability-building initiatives
- Promote a culture of continuous learning and knowledge sharing

C. Performance Management

- Support implementation and strengthening of Performance Management Systems
- Coordinate KRA/KPI setting and annual performance cycles
- Facilitate appraisal processes and maintain related documentation
- Support managers in goal setting, feedback, and performance conversations
- Monitor performance review timelines and ensure process compliance
- Track performance trends and support improvement initiatives

D. Policy Drafting & HR Systems Strengthening

- Support drafting, review, and revision of HR policies, SOPs, and employee guidelines
- Ensure policies remain aligned with organisational and legal requirements
- Conduct policy orientation and awareness sessions
- Strengthen HR systems and process documentation
- Ensure effective implementation and adherence to HR policies

E. Employee Lifecycle, Engagement & Culture

- Ensure structured onboarding and induction
- Manage probation, confirmation, transfers, and separation processes
- Plan and coordinate employee engagement and wellbeing initiatives
- Promote an inclusive and respectful work environment
- Support employee grievance handling and workplace harmony mechanisms

F. HR Operations, Payroll & Documentation.

- Ensure proper HR documentation and employee record management
- Monitor HRMS accuracy and employee data integrity
- Coordinate attendance, leave, and payroll inputs
- Maintain HR dashboards and employee databases
- Ensure timely issuance of HR-related letters and documentation

G. Statutory Compliance & Labor Law Management.

- Ensure compliance with applicable labour laws and statutory requirements
- Coordinate and monitor PF, ESIC, UAN, Gratuity, and related statutory processes
- Support gratuity eligibility tracking and settlement coordination
- Maintain statutory registers and compliance documentation
- Coordinate compliance audits and ensure audit readiness
- Support POSH implementation and grievance redressal mechanisms

H. Reporting & Cross-functional Coordination.

- Prepare periodic HR reports and analytics
- Track recruitment, attrition, training, and compliance indicators
- Coordinate with Finance, Administration, and Programme teams
- Support organisation-wide HR initiatives and special assignments

Qualifications & Skills

- Master's degree in Human Resources, Social Work, Business Administration, or a related field.
- 5–8 years of relevant HR experience, preferably in the development/social impact sector.
- Demonstrated experience in recruitment, Learning & Development, performance management, HR policy drafting, and statutory compliance including PF, ESIC, and gratuity.
- Strong understanding of HRMS, labour laws, and end-to-end HR systems and processes.
- Proficiency in Google Workspace, online collaboration platforms, Canva, and digital productivity tools.
- Ability to leverage AI and emerging technologies to support HR processes, data management, and knowledge creation.
- Strong problem-solving, analytical, and detail-oriented approach with the ability to design frameworks, tools, and HR systems.
- A collaborative and adaptable professional with the ability to work independently and thrive in fast-paced, mission-driven environments.

Compensation

Remuneration will be commensurate with the candidate's experience and expertise.

How to Apply

Please fill out the application form by clicking on this link: -

<https://forms.gle/75ceXGf11UQ31uCe8>

About Satyarthi Movement for Global Compassion (SMGC)

At the Satyarthi Movement for Global Compassion, we believe compassion is not a soft emotion — it is a powerful force for transformation. We are building a world where compassion shapes how individuals, institutions, and societies think, decide, and act.

Our Verticals

SMGC's work is spread across three verticals:

- **Ignite:** Learning and leadership programs for individuals, institutions, and societies, anchored in the Satyarthi Compassion Quotient™ (SCQ) – a proprietary framework to evaluate, cultivate, and enhance Compassion
- **Impact:** Catalysing grassroots transformation by empowering children, youth, and women with a focus on democratic participation and sustainable impact. Our initiatives are targeted at dismantling structural oppression, child exploitation, and gender discrimination, amongst other social challenges
- **Inspire:** Creating meaningful dialogue and discourse with Nobel Laureates, change makers, thought leaders, and community voices to drive urgent, collective action to the grand challenges of humanity