

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Human Resource Manager
SALARY:	Rs 61740 x 1990 – 65720 x 2290 – 74880 x 2630 – 85400 x 3020 – 97480 x 3470 - 100950
TRAVELLING ALLOWANCE	Rs 16,000 Monthly
PHONE ALLOWANCE	Rs 1,500 monthly
QUALIFICATIONS	<p>Candidates should possess:</p> <ul style="list-style-type: none">• A Degree in Human Resources Management or an equivalent qualification acceptable to the Council A Post Graduate Degree in Human Resource Management would be an advantage.
EXPERIENCE/SKILLS	<p>Candidates should have: -</p> <ul style="list-style-type: none">• At least 5 years of post qualification experience in HR Management.• In depth knowledge of HR policies, practices, Labour Laws and regulations• Strong leadership and team management skills• Ability to lead the implementation of organizational change and development.• Good analytical and problem-solving skills;• Good interpersonal, communication and negotiating skills, and• Good IT skills and ability to operate simple access based software.

<p>DUTIES & RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. To be responsible for all matters relating to Human Resource Management and ensure an alignment of HR strategies with the strategic goals of the Foundation. 2. To be responsible for the following: <ol style="list-style-type: none"> (i) Human resources planning (ii) Drafting of schemes of services (iii) Management of the recruitment and selection process (iv) Implementation of performance management system (v) Guidance on matters pertaining to compensation and other benefits 3. To advise on all matters relating to HR strategies policies and practices. 4. To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably. 5. To supervise and provide proper guidance and coaching to subordinate staff. 6. To attend HR Committees and other Committees relating to human resource matters. 7. To liaise with Managers on issues pertaining to capacity building of staff, HR plan, performance appraisal and succession plan 8. To advise on matters pertaining to Health and Safety at the Foundation. 9. To attend to Court/Tribunal and other related institutions in respect of cases relating to HR matters and ensure proper follow-up action. 10. To ensure – <ol style="list-style-type: none"> (a) Well-defined disciplinary procedures are established; (b) Conflicts and employees' grievances are promptly attended to at all levels through negotiation and discussion; and
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	<p>(c) The promotion of good employees relations and the taking of prompt action to settle grievances and conflicts.</p> <p>11. To promote staff welfare and wellbeing.</p> <p>12. To develop and implement an employee on boarding system.</p> <p>13. To carry out training needs assessment and to ensure that training programmes are properly implemented and evaluated.</p> <p>14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Secretary General.</p>
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June 2023