



H R Manager

Association Type: Full Time

Location: Prayoga Institute of Education Research, Bengaluru

Overview:

As a non-profit organisation, we are looking for a HR Manager that plays a crucial role in ensuring that our workforce is supported, engaged, and empowered to fulfil our mission effectively.

Roles and Responsibilities:

- Understand the organisation's vision and growth plans, drive HR strategies, support organisational change initiatives and culture transformation efforts, facilitate effective communication between management and employees, promote transparency and open dialogue within the organisation.
- Develop and implement HR policies and procedures to promote a positive and safe work environment.
- Drive end-to-end employee recruitment and onboarding process considering skills/competencies required and provide HR insights to support decision-making by senior management.
- Identify & address training needs to enhance employee skills and performance, retain talent & create career development opportunities.
- Lead Employee engagement, work culture & ethics, wellness, and recognition. Transform Prayoga to be a "Best place to work", manage employee grievances, conflict resolution, and take disciplinary actions as required.
- Drive goal-setting, performance and feedback management systems.
- Design Employee compensation and benefits programs, salary benchmarking, incentive schemes, and employee insurance plans.
- Ensure compliance with applicable laws and regulations, including equal employment opportunity law, labour laws, Women & child safety, and workplace safety regulations.



- Drive HRIS (Human Resources Information Systems) and other platforms to centrally manage employee data, payroll processing, and reporting.

Qualifications:

- Any graduate degree with at least 8-10 years of experience in managing the HR function.
- Has a good understanding of current HR practices in similar Research Institutions and best practices across industry spectrum.
- Shall have strong interpersonal skills and problem-solving abilities.
- Should have good communication skills in English and Kannada.
- Experience in handling employee grievances.
- Experience in managing women and child safety committees desired.
- Experience in working with regulatory authorities is an added advantage.

Application Process:

Interested candidates should submit an updated resume and cover letter to careers@prayoga.org.in. Shortlisted candidates will be invited for an interview.

For information about Prayoga, visit: prayoga.org.in