

Senior Manager – Human Resources

About Us

The IIHS is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements. IIHS is a prospective national University for Innovation focused on India's on-going urban transformation. It will address the challenges of urbanisation through an integrated programme of high quality education, research and knowledge generation, executive training, distance learning, design and advisory services, advocacy and intervention. For more information, please see <http://www.iihs.co.in>

Job Description

The Senior Manager – HR shall be responsible to provide strategic generalist support to the organization. The applicant must have the ability to develop and drive HR initiatives to completion and be able to contribute to and support the leadership team. He/she should be able to collaborate with people at all job levels and interact with a diverse group of individuals and personalities. The applicant will also be responsible for developing and executing HR strategies that support business objectives including talent management, organizational effectiveness, workforce planning and staff engagement.

Activities and Tasks

Your responsibilities would include, but not be limited to the following -

- Implement policies and processes for the entire life cycle of staff, which includes - recruitment, on-boarding, compensation and benefit, leave management, appraisals, disciplinary actions, separation etc.;
- Partner with various Educational Institutions, Consultants, and Forums for hiring the best talent;
- Support in building strong recruitment process;
- Help in defining & executing development plans for each staff member;
- Define competency framework for staff member at IIHS;
- Responsible for smooth execution of quarterly and annual review (Performance Management) for all the individuals;
- Benchmark compensation and benefits to develop attractive compensation packages;
- Be thorough with labour laws, University Norms and Companies Act.;
- Lead the automation, maintenance and smooth implementation of HR processes and the HRMS systems;
- Support cost saving initiatives;

- Develop HR budget;
- Mentor and coach young team members;
- Create an inclusive and enabling institutional environment for learners of varied genders, national cultural and socio-economic backgrounds;
- Play an active role in defining recruitment processes for IIHS and help build pipelines;
- Lead initiatives to enhance motivation and increase staff satisfaction levels across IIHS;
- Build and maintain relationships with Industry peers, forums, government and labour agencies;
- Help manage aspirations of the diverse groups within IIHS.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with the IIHS can be undertaken only after obtaining formal consent from the IIHS.

Structure and Reporting

Sr. Manager – HR, will report to the Chief People Officer.

Person Specification

Education - MBA with specialization in HR.

Seasoned HR professional having 8 – 12 years of experience with expertise in handling entire gamut of HR activities including Talent Acquisition, Performance Management, Compensation, Manpower Planning, Staff Engagement and Talent Management.

The applicant shall possess strong communication and interpersonal skills and shall possess the ability to quickly establish credibility and rapport with business leaders. Proficiency in Microsoft Office, including Word, Excel and PowerPoint will be a must, whereas experience in using Project Management software shall be an advantage.

The applicant shall be able to demonstrate that s/he is team-player, has initiative and is able to independently plan and execute tasks in a timely manner. Further, the candidate will be able to deliver on deadlines in a systematic manner. While not mandatory, it is desirable that the person has had some exposure to working in an organization involved in training, education or people-intensive activities.

Successful applicant will possess both the desire and capacity to learn and work in a team. This is a paid full time position with competitive salary based in Bangalore. The search will remain open until the position is filled.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

The IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

Contact

Please send an updated resume and a cover letter addressing how you meet the above requirements to:

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Sadasivanagar
Bangalore 560080

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F: +91-80-23616814

Email : hr@iihs.co.in (*Subject : Sr. Manager - HR*)