



Position: Human Resource Consultant

Human Resource Consultants work directly with the Atma team and its partner to build plans and procedures to identify, recruit, and train staff. The consultant builds programs which will be run in the long-term by the partner organization.

**Common activities include:**

- Analyzing organizational human resource needs
- Defining job roles and descriptions
- Developing recruitment campaigns
- Setting up screening processes
- Formalizing staff training
- Creating reporting structures
- Building employee evaluation procedures

**Key skills:**

- Background in human resources is critical
- Experience creating formal structures in a system with years previous years of informal structure
- Leadership skills
- Flexibility
- Creativity
- Self-starting

**Housing and working conditions:**

Atma will assist to find housing for the volunteer. A laptop and cell phone may be provided by Atma during the working period. A stipend will not be provided, the cost of travel, housing and living expenses will be the responsibility of the volunteer.

**Skills requirements:**

Good knowledge Microsoft office, Social skills, Communication skills, fundraising

**Expectations**

To volunteer with dedication, professionalism and flexibility. Atma is a highly selective volunteer opportunity designed to challenge the volunteer to grow professionally in a complex work environment. Atma expects volunteers to come with a genuine desire to make a significant impact on the current status of children's education by providing valuable skills and personally challenging themselves to grow and develop.



**Support to be offered by Atma:**

The giving of preparatory information prior to volunteering along with needs-based guidance and support throughout. Professional development and support from field experts.

Opportunities to work alongside other are specialists from around the world. Assistance will also be given in adaptation to Mumbai city and the Indian culture and in the working relations with the NGO. Great international connections after position with the Atma alumni program