

## **Human Resource Intern**

### **Background**

The Atma Partner NGO is going through a growth phase and needs to put together a sturdy human resources structure. The intern who takes this role will work on assisting with evaluation, policy making, putting systems and structures into place, etc. The role will involve researching and planning strategy for the program.

Location:	Mumbai/Pune
Time Commitment:	Full Time

<b>Sr.no.</b>	<b>Key Job Areas</b>
1.	<p><b><u>Recruitment and Selection:</u></b></p> <ul style="list-style-type: none"> <li>● Understanding the concerned talent requirement.</li> <li>● Strategize and execute recruitment drives.</li> <li>● Conduct Screen Calls.</li> <li>● CV screening and personal interviews.</li> <li>● Review Interview questions and Update.</li> <li>● Conduct proper Background verification for all the employees and volunteer.</li> </ul>
2.	<p><b><u>HR Systems and Policies:</u></b></p> <ul style="list-style-type: none"> <li>● Proper understanding of HR Policies to implement HR Audit</li> <li>● Involvement of functional activities like creating an organizational structure chart with clear reporting line and to conduct a RACI for each role</li> <li>● Understanding and Recreating the HR Policies, planning process and performance appraisal</li> </ul>

	<ul style="list-style-type: none"> <li>● Implement customized professional development plans for each of the current employees</li> <li>● Develop and implement employee contracts, leave policy, expense reimbursement policy, etc.</li> </ul>
3.	<p><b><u>Manpower Planning:</u></b></p> <ul style="list-style-type: none"> <li>● To conduct manpower planning and to maintain proper staffing levels.</li> <li>● Evaluation of every department in achieving organizational goals and objectives</li> <li>● To estimate additional staffing needs and begin recruitment if required</li> </ul>
4.	<p><b><u>JD Writing:</u></b></p> <ul style="list-style-type: none"> <li>● Use Action words while writing roles and responsibilities in a job description. Provide detail regarding the concerned job role</li> <li>● Communicate the expectations directly to the candidate by being clear and precise</li> <li>● Include competencies and skills</li> <li>● Establish Company standards</li> </ul>
5.	<p><b><u>Induction and Training:</u></b></p> <ul style="list-style-type: none"> <li>● Providing the new hires with a general information about the foundation, history, objectives, mission, vision of the organization</li> <li>● Detailed presentation of company's policies, work rules and employee benefits</li> <li>● Strategies of Orientation programme to be decided</li> <li>● Understanding the training needs and assessments</li> <li>● Develop the training plan and material</li> <li>● Conduct the necessary training</li> <li>● Supportive supervision after the training</li> </ul>

<b>Skills</b>	<b>Knowledge/ Experience</b>	<b>Competencies</b>
Excellent written and verbal communication	Consultative approach to work	Self-starter
Strong interpersonal and communication skills.	Eye for detail	Able to deal with ambiguity
		Strong personality
		Maturity