

## Job Description- Human Resources Volunteer

### About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners, and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

<b>Location</b>	Remote
<b>Time Commitment</b>	3-6 hrs/day, 3 Months (minimum)
<b>Reporting To</b>	Atma Consultant

<b>Possible Projects</b>	<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• HR Audit</li> <li>• Organisational Structure</li> <li>• Job Descriptions</li> <li>• Performance Appraisal System</li> <li>• Competency Mapping</li> <li>• Key Result Areas (KRAS)</li> <li>• Staff Development Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a thorough HR audit for partner organisation</li> <li>• Create and revise written job descriptions</li> <li>• Establish Performance Appraisal processes and guide staff to understand and monitor the process</li> </ul>
<ul style="list-style-type: none"> <li>• Recruitment Process</li> <li>• Selection Criteria</li> <li>• Induction/Orientation</li> <li>• Organisation Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Identify recruitment needs for the organisation</li> <li>• Conduct manpower planning with key leadership from our partner organisation</li> <li>• Design the culture of our partner organisation and the plan of implementation</li> </ul>
<ul style="list-style-type: none"> <li>• HR Manual</li> <li>• Employee Handbook</li> <li>• HR Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, revise, and recommend personnel policies and procedures</li> <li>• Create and distribute Employee Handbook/Manual</li> </ul>

<b>Skills &amp; Competencies</b>	Specialised experience in human resources management, excellent written and verbal communication
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