

WE ARE HIRING!

ASSOCIATE CONSULTANT, HUMAN RESOURCES



A T M A

Great
Place
To
Work®

Certified
DEC 2023 – DEC 2024
INDIA

Who can apply?

Graduate/ Post Graduate in any specialisation, with a preference for Human Resources (HR) or Business Administration. The candidate should possess 2-3 years of overall work experience, including 1-2 years of relevant experience as a HR Generalist or hands-on experience in HR functions such as recruitment, performance management and MIS. Past experience in the social sector is strongly preferred.

Location - Flexible- Anywhere in India

Work Type - Hybrid (Virtual working plus travel for meetings/ events/ placements)

Duration - Indefinite

Salary range - 5 to 6 LPA + PF + Medical insurance + Allowances

Reports to - Lead Consultant, Operations



About Atma

Founded in 2007, Atma is dedicated to building the capacity of NGOs by enhancing their knowledge, skills and processes across 10 organisational development areas. Our approach is centered around:

- **Tailored Support:** We provide personalised, one-on-one guidance to NGOs, developing customised strategies and action plans that align with their unique goals and challenges, ensuring long term sustainability.
- **Collaborative Partnerships:** By partnering with committed donors and sector intermediaries, we amplify our impact and extend comprehensive support to a larger number of NGOs, achieving more together than we could alone.
- **Outcomes-Oriented Approach:** Atma employs a data driven methodology of continuous review, learning and improvement across all programmes, fostering better accountability and commitment to achieving impactful outcomes.

Our Current Programmes Portfolio:

- **Accelerator:** Providing customised, intensive support to NGOs over 3 months to 3 years, focusing on organisational development to enhance capacity and drive growth in the social sector.
- **Lab:** A collaborative hub partnering with funders, sector intermediaries and volunteers to foster innovation, develop resources and build human capital for NGO capacity building across India.
- **Volunteering Programme:** Connecting skilled professionals with NGOs to address capacity building needs, expanding the social sector's access to a diverse talent pool.

Beyond these core programmes, we offer webinars and workshops on relevant topics for the sector and NGOs. Additionally, we work on ecosystem-building initiatives and advocate for capacity building to create a supportive environment for NGOs to thrive and maximise their impact.

Purpose of the Role:

The Associate Consultant, HR will play a vital role in attracting, engaging and developing Atma's people. The Associate Consultant, HR will be involved in various aspects of the employee lifecycle, including recruitment, onboarding, performance management, employee engagement, Learning and Development (L&D) and HR administration. By ensuring the effective implementation of HR strategies and initiatives, the Associate Consultant, HR will help foster a positive and inclusive work culture that aligns with Atma's mission and values, contributing significantly to the achievement of Atma's goals.

Main Responsibilities:

Recruitment and Onboarding:

- Assist with planning and lead the execution of recruitment strategies to attract talent.
- Create and update job descriptions and post vacancies on relevant platforms.
- Screen candidate profiles, assist in managing pre-work and assignments and coordinate with hiring managers to set up interviews.
- Manage end to end communication with applicants and facilitate the offer process.
- Oversee the onboarding process, ensuring a smooth integration of new hires into the organisation.

**Performance Management:**

- Coordinate the KRA setting process by sharing templates, following up with team members and ensuring proper documentation.
- Coordinate and drive the performance appraisal process for mid-year and annual reviews, including sharing templates, scheduling discussions, monitoring progress and assisting staff with queries.
- Calculate final ratings, increments and promotions based on performance data.
- Manage documentation related to performance management, prepare reports/ letters and communicate outcomes to relevant stakeholders.
- Liaise with the finance team for performance appraisal-based compensation changes.

Employee Engagement, L&D and Well-being:

- Address employee HR/ Admin requests and assist with their concerns promptly, ensuring a supportive work environment.
- Assist in managing team meeting/ bonding spaces and ensure activities are conducted to engage employees and provide a positive experience.
- Assist in conducting regular employee surveys to gather feedback and analyse results to present findings and recommendations to the leadership team including working towards obtaining and maintaining recognised workplace certifications (E.g. Great Place to Work certification).
- Coordinate monthly learning and well-being sessions, including assisting in the selection of topics, managing communications and organising the sessions in collaboration with the leadership team.
- Support in the creation and updating of culture-based documents like Values, Beliefs, Culture code etc.
- Assist in planning and executing in-person events such as team offsites, including venue selection, logistics coordination and activity planning.

HR Compliance and Administration:

- Ensure compliance with applicable labour laws and regulations, including filing of relevant forms/documentation.
- Maintain and update the employee handbook and HR policies in collaboration with the leadership team.
- Assist in conducting annual training on Prevention of Sexual Harassment (POSH) and support the functioning of the POSH Internal Committee.

HR Documentation, Analytics and Reporting:

- Maintain accurate and up-to-date employee records in the HR database.
- Analyse HR data to identify trends, patterns and insights for data-driven decision-making.
- Prepare HR reports and present findings to the leadership team to support strategic planning.

Expected Skills, Knowledge and Expertise**Skills**

- Interpersonal and communication skills: Excellent verbal and written communication skills to interact and build relations with employees, managers and external stakeholders.
- Organisational and time management skills: Strong organisational and time management skills to handle multiple tasks/ projects, prioritise workload effectively and meet deadlines.
- Data management, analysis and reporting skills: Ability to collect, analyse and interpret HR data to generate insights and reports.
- Research and attention to detail: Ability to conduct thorough research on HR best practices, trends and legal requirements. Ensure attention to detail in documentation and record-keeping.
- Problem Solving: Capability to analyse issues and develop effective solutions.

Specific Knowledge and Experience

- HR processes and best practices: Understanding of HR functions and ability to adapt best practices to meet organisational needs.
- Legal and compliance requirements: Familiarity with relevant labour laws, employment regulations and general HR policies.
- HR tools: Experience of using HR tools/ information systems/ platforms like Google suite to automate workflows, facilitate collaboration and ensure efficient HR operations.
- Project delivery and implementation: Experience of executing HR initiatives, new programmes and process implementations
- Experience in the Social Sector is preferred.



Key Stakeholder

Internal

- Atma staff (general)
- Finance Manager
- Hiring managers from respective team
- Operations Executive
- Lead consultant, Operations
- Chief Executive Officer
- Atma Board Members

External

- Job candidates/ potential hires
- NGO partner and staff
- HR associations/ networks/ platforms
- Educational institutions/ placement organisations
- Sector Collaborators
- Vendors and suppliers

Why join Atma?

Joining Atma means stepping into an environment tailored for the modern professional, where our commitment to flexibility ensures you can balance work and life effectively, fostering a healthier work-life integration. Rooted in our core values of excellence and integrity, we prioritise team culture and bonding, offering offsite gatherings, in-person meets, and virtual team spaces to keep our team closely connected and engaged. We provide extensive learning and development opportunities, empowering you to excel in your role and beyond, with a focus on cross-functional learning and upward mobility. Additionally, recognising the importance of maintaining well-being, we offer appropriate leave structures and annual downtime to recharge and rejuvenate. Join us in a workplace that values your holistic development, fosters strong relationships, and champions your professional growth and well-being.

Hiring Process

- Application through google form
- Screening of profiles for eligibility criteria
- Prework assignment upon shortlisting
- Panel Interview upon meeting assignment benchmark score
- The complete process will take 20-25 days

If interested in applying for this position, please submit your profile by clicking on this link -

<https://forms.gle/xLCfQyqXvtu64Ji78>