

IHUB ANUBHUTI-IIITD FOUNDATION

Indraprastha Institute of Information Technology Delhi
GB Pant Polytechnic Extension, Okhla Phase III, Delhi –110020

Advertisement inviting applications for the ‘HR Manager’

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by Department of Science and Technology (DST), Govt of India. iHub Anubhuti has been set up to create a collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions.

The objective is to establish itself as a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

The Foundation is looking to hire an individual for the **HR Manager** position and invites applications for the same.

Job Title: HR Manager

No. of post: One

Job Profile:

The candidate would be required to lead and manage all activities related to human resources for the organization. Plan, implement, evaluate and enrich human resource policies and practices including hiring, administering pay, benefits and leave. Support the organization on strategic initiatives. Closely collaborate with IHUB management to oversee and ensure effective execution of the strategy and compliances.

Job responsibilities include, but are not limited to the following:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage talent acquisition process, which may include preparation of job descriptions, recruitment, interviewing, and hiring of qualified job applicants by understanding skills and competencies required for openings in collaboration with IHUB management and staff.

- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Manage the performance appraisal system, maintain pay plan and benefits program.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Work towards organization well-being and nurture a positive working environment.
- Ensure legal compliance throughout human resource management.
- Continuous improvement on the most efficient manners of on boarding and exit process.
- Report to management and provide decision support through HR metrics.
- Assess training needs to apply and monitor training program.
- Perform other related HR, admin, and office duties as needed and assigned.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** Graduate, MBA (desirable) with excellent written and oral communication skills.
- **Experience:** Preferably around 5 years' working experience as HR Manager in a fast paced, start-up like environment.
- **Desirable:**
 - Strong recruiting and demonstrated ability to improve talent acquisition strategies.
 - Accuracy in time management skills – balance multiple priorities and pay attention to small details.
 - Strong knowledge of employment, payroll and benefits, laws, and regulations.
 - Excellent communication skills with high level of professionalism and discretion.
 - Result oriented and resourceful mindset.
 - Proven experience managing multiple priorities.

Compensation, Tenure and other details:

The monthly consolidated salary will be in the range of INR **60,000/-** to **75,000/-** per month. There will be an initial probation period of 6 months.

General Instructions:

1. IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidate may apply on <https://forms.gle/iTC8YJDZhswuQuHA7> with a resume latest by **3rd March, 2022**. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.