

# BIHAR VIKAS MISSION

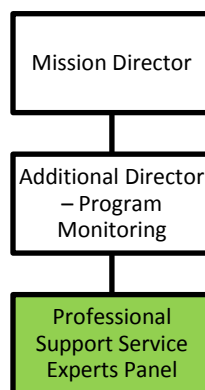
## Job Description



### 1. General Information:

<b>Position Title:</b>	<b>HR &amp; Recruitment Expert</b>
<b>Reports to:</b>	<b>Additional Director - Program Monitoring</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### Policies

- Facilitate development of HR policies and practices for the concerned Departments by providing advice and recommendations, as required
- Provide expert advice to Departments in driving and monitoring policies and processes related to all HR aspects

#### HR Advisory & Management

- Guide relevant teams in identification of Department HR requirements and discuss and plan appropriate HR activities in order to ensure that requirements are acted upon effectively and tailored solutions are delivered to solve the Department needs
- Ensure support to Department leaders and managers in manpower forecasting and planning their talent pipeline requirements in line with their Department strategy and plans
- Provide the required guidance and support in planning, execution and administration of compensation and benefits for employees of concerned Department in line with the market practices and Department priorities and needs
- Assist in the design and implementation of learning and development systems and programs for concerned Department that fosters learning in order to impart required skill set to the employees in a timely and effective manner
- Provide guidance to the concerned Department in implementation of career planning and talent management activities within the Department in order to meet current and future Department requirements

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### Recruitment

- Provide the required guidance and support in the internal and external recruitment process, from ensuring clear translation of recruitment needs to objective and fair selection of candidates, in order to provide Department managers with suitable candidates to enable them to achieve their Departmental and overall State objectives
- Assist in design of the on-boarding process for all newly hired employees and facilitate orientation and training programs as required, in order to increase their understanding and fasten their assimilation within the Department
- Drive performance monitoring and analysis of recruitment process right from recruitment efficiency, performance of newly hired employees to exit interviews analysis in order to optimize the recruitment process

### HR Initiatives

- Lead the development and championing of HR interventions that improve Department performance through people and coordinate with the Department leaders to ensure effective implementation of the recommended intervention

### External Relationships

- Maintain relationships with senior HR executives, HR experts and external vendors in order to ensure provision of high-quality HR services to State and Departments, as and when required
- Establish and maintain relationships with external employment agencies and other sources of employees such as universities, recruitment agencies etc. and coordinate with them in order to identify and recruit suitable candidates for the concerned Department

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- PG Diploma (2 years full time) or Master's degree (full time) in HR / Business Administration / Management
- Minimum 8 years of post-qualification experience in HR domain

### Preferred

- Less than 70 years of age as on 1st January 2018
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in HR role
- PG Diploma (2 years full time) or Master's degree (full time) in HR / Business Administration / Management from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF

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Colleges or Universities or Overall Rankings will be considered

### 5. Knowledge and Other Skills

- Strong leadership and interpersonal skills
- Strong understanding of various aspects of HR such as workforce planning, recruitment, learning & development and performance management processes
- Good knowledge of relevant National and State-level labour laws and regulations
- Excellent knowledge of existing & emerging HR trends and best practices