

# BIHAR VIKAS MISSION

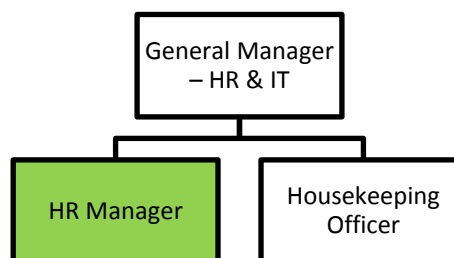
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>HR Manager</b>
<b>Reports to:</b>	<b>General Manager – HR &amp; IT</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### Recruitment

- Liaise with concerned BVM managers and other stakeholders to gather information on their recruitment needs and the profile of employee required for the job role in order to recruit the appropriate candidate
- Facilitate the management and administration of candidate selection process including filtering, interviewing, testing, finalising candidates and negotiation of employment contract, in coordination with relevant BVM managers and other stakeholders in order to recruit competent and proficient personnel to meet BVM needs
- Conduct the pre-employment and post-joining procedures for the selected candidates such as government approvals, reference checks, and CV validation in order to ensure their smooth and timely on-boarding in BVM
- Conduct / assist in conducting induction programs for the newly joined employees in order to fasten their assimilation within BVM, as required
- Develop job descriptions, employee specifications, application forms and other HR recruitment process documents in order to establish consistent recruitment guidelines and standards
- Provide required training to HR team and BVM managers and other stakeholders on recruitment methods, policies and procedures

#### Business Operations

- Ensure the effective implementation of HR plans and policies across BVM and associated units
- Discuss with relevant BVM managers and other stakeholders, identify their HR requirements and take necessary actions to plan and meet those requirements
- Respond to enquiries from Secretaries, officials and other relevant BVM teams and employees on HR programs and policies, for BVM
- Process and co-conduct various HR programs, activities and analysis in coordination with various HR functional experts and BVM officials such as internal or external recruitment interviews, facilitating the performance management and career development programs etc. in order to meet

# BIHAR VIKAS MISSION

## Job Description



BVM HR requirements

- Manage employee relations, investigate employee / labour issues and makes determinations on corrective actions
- Facilitate forecasting and planning of manpower requirements based on BVM needs and own analysis, in discussion with relevant BVM stakeholders

### Vendor Management

- Maintain relationship and provide the required support to external vendors (recruitment agencies, service providers etc.) to ensure effective delivery of services

### HR Initiatives

- Manage / participate in relevant HR initiatives and projects, carrying out the assigned activities and supporting implementation by coordinating with relevant BVM stakeholders

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Follow all relevant 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

- MBA or PG Diploma in Human Resources from any of the top 75 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time
- Minimum 5 years of post-qualification experience in such HR domains as recruitment, workforce planning and / or in HR Business partner role with at least 2 years of experience in HR role in a reputed private organization / multinational corporation (Revenue > 100 crores; Total employees > 100)

### Preferred

- Less than 35 years of age as on 1st January 2017
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in HR role

## 5. Knowledge and Other Skills

- Good knowledge of various aspects of HR especially recruitment processes and techniques
- Awareness of HR best practices
- Good networking and interpersonal skills

# BIHAR VIKAS MISSION

## Job Description



6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving	✓		

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others