

Human and Talent Resource Associate

Mumbai

I. Background:

Aangan works with children in dangerous situations like child trafficking, child marriage, hazardous work and abuse. Our prevention model targets "hot-spots" across the country where children are most at risk - either because these are known red-light areas, sites of hazardous child labor or are associated with harmful traditions like high rates of child marriage and girl child discrimination. Here we work with parents, children and government officials to build strong care and protections that keep children safe

II. Position Summary:

The Talent Resource will ensure all of Aangan's hiring targets are met by recruiting exceptionally mission driven, diverse talent for Staff positions. S/he is responsible for hiring, orienting, developing, and engaging the staff talent pool.

III. Key Duties and Responsibilities

Primary responsibilities include but are not limited to:

1. Talent Recruitment and Management

- a. Lead the hiring activities for full time Staff positions and internships
- b. Work closely with the Director to develop an intensive talent recruitment strategy.
- c. Develop and implement strategic initiatives for recruiting diverse talent. This will include creating a campaign for generating buzz around Aangan's staff positions and hiring needs using social media, job boards, Internet sourcing, and other technical means to source candidates for open roles and vacancies.
- d. Contributes to and enhances Aangan's brand as an employer and develops recruiting collateral by collecting, designing, and preparing written and visual materials; advertisements and job board postings etc.
- e. Identify and source appropriate talent for current open roles within the organization and well as identify future talent needs
- f. Manage the entire recruitment process and life-cycle, including initial assessments, interviews, and offers.
- g. Regular follow up with the respective Coordinators and candidates to ensure timeliness of recruitment process.
- h. Overall responsible for recruiting, managing, and allocating volunteers through the year for our all our programs across locations and states.

2. Human Resources Compliance

- a. Custodian of the Staff Database
- b. Manages and tracks all staff leave details.
- c. Ensuring all policies and procedures are up to date and ensuring all team members are up to date with changes to any policies
- d. Support Staff, volunteers and interns with any HR related queries

IV. Competencies and Abilities

- Exceptional oral and written communication skills
- Excellent organizing and planning skills
- Strong influencing, motivating and relationship building ability
- People oriented and results driven
- Excellent active listening, negotiation and presentation skills

V. Education and Experience

- A Bachelor's or a Master's degree in any field
- Approximately 1+ years of prior HR work experience

Please send your CV and Cover Letter to renuka@aanganindia.org and chaitali@aanganindia.org

Please mention "Human and Talent Resource Associate" in the email subject.