**Job Description**: **HR Business Partner**

Vihara is a user-centered driven social impact enterprise. Our work involves working on some of the most pressing challenges in Public Health such as Immunization, Gender Equity, Family Planning, and Maternal & Child health. Vihara works along the complete cycle of innovation - from using ethnographic research to gather behavioral insights, designing innovative solutions to address complex systemic challenges, to working with relevant partners to create implementation pathways for ideas to become real and aid uptake of innovations.

We are an extremely agile organization, with roles and functions that cut across disciplines and are looking for people who are comfortable handling multiple responsibilities, have a managerial bent of mind, and most importantly who are as dedicated as us in achieving meaningful social impact.

**Role Description**

**HR Operations**

* Act as the owner for all employee data by ensuring timely update, availability & accuracy of employee data in the HR systems.
* Work closely with the Finance & Accounts teams to ensure recurring processes viz., payroll, employee salary inputs, exits, etc are provided on time with 100% accuracy.
* Act as the face of the organization to the employees wherever they have day-day queries, grievances and resolve them within 48 hours (stipulated TAT) working together with respective leadership & Vertical Head
* Ensure maintenance of proper compliance records (POSH, labor law adherence, incidents, etc) & its seamless execution as stipulated
* Own key employee metrics for respective Verticals, come up with regular interventions to help improve them.
* Ensure all policies and processes are updated and the HRMS platform is used effectively by the HR team and Employees

**Employee Lifecycle Management**

* Facilitate and support business change and performance across supported groups through the implementation of an effective people strategy; influence significant business decisions through a close partnership with the Vertical leader and his/her leadership team
* Work closely with recruitment team members to come up with hiring strategies for respective BUs. Ensure JDs, Competency frameworks for respective BUs are available and up-to-date by working with the respective manager. Anchor recruitments with proper hiring processes in place ( interviews, debriefs, etc.,).
* Come up with a structured induction program for newcomers and executes them seamlessly
* Stay well connected with the respective employee cohort and be able to gauge the pulse/mood of the employees & call out what is working well and what isn't. Own employee engagement, R&R across the organization and drives it end to end
* Work closely with the business leaders to shape the culture of the Organization along with respective Vertical Heads (VH)
* Work closely with the business leaders to plan and finalize workforce planning, org structures, reporting relationships for the BU along with respective VH
* Ensure roll-out of employee performance management in a fair & efficient manner
* Own annual compensation planning and execution for respective Verticals
* Assist with retention strategies for key talent. Support the development of employees through the execution of succession planning and talent review
* Deliver talent management practices that attract and develop high-potential, diverse talent for the business
* Actively identify learning needs based on 1:1 conversations and design programs
* Respond to ad-hoc requests from employees and is able to quickly solve them independently / leveraging the support of the team leadership
* Demonstrate Vihara Values and champions the right behaviors to provide the business with a WoW experience

**Stakeholder Management**

* Work with stakeholders and leadership to align and deliver on agreed prioritization
* Maintain. active and regular communication with the stakeholders
* Influence peers in their respective stakeholder teams independently. Can influence business leaders with occasional support / mentoring
* Own the overall Stakeholder Experience provided by the team and constantly works with the team to improve the experience

**Team Management**

* Set expectations and delegate the tasks to the team members.
* Review team performance periodically and provide feedback.
* Actively coaches Sr.Managers in the team
* Coach peers in business teams, help them with timely inputs to help in individual/team performance

**Must have (skills/experiences)**

**Designation: Human Resource Business Partner**

**Location: Remote**

**Experience: 5-7 years**

* Proven working experience as HR Manager or other HR Executive
* People-oriented and results-driven
* Demonstrable experience with Human Resources metrics
* Ability to architect strategy along with leadership skills
* Competence to build and effectively manage interpersonal relationships at all levels of the company
* In-depth knowledge of labor law and HR best practices
* Degree in Human Resources or related field

**Good to have (skills/ experiences)**

* Experience of working in Public Health
* Experience running/managing teams
* Organizational Leadership skills

**How to apply**

To apply for this job, please write a succinct email describing your interest in this position, and attach a writing sample, your up-to-date CV, and a portfolio if you have one. Please highlight experiences that are relevant to the description mentioned above.

**Send it to** [**Vihara@vihara.asia**](mailto:Vihara@vihara.asia)