

Job Description:	Head of Human Resources	Responsible to:	Executive Director
No. of direct reports:	1-2	Location	New Delhi
Duration	3 years	Job Function	Senior Leadership, Program Management
Purpose:	To be responsible for overall HR and OD functions of PFI, to ensure that PFI is a happy and enabling environment that fosters excellence and high performance		
RESPONSIBILITIES		KEY PERFORMANCE INDICATORS	
<p>Human Resources Management</p> <ul style="list-style-type: none"> • HR Planning & Recruitment: Working closely with program team and other functions to understand HR requirements, develop HR recruitment plan with job descriptions, shortlist relevant CVs and facilitate interview process as per organizational policy, negotiate and finalize recruitment including reference checks, health checks and other formalities with prior approval of ED • Orientation of new joinees: Ensure all employees are inducted into the organization, share updated induction deck including all relevant reading materials and various forms related to employee administration, involve line managers and teams, follow up during probation and complete probation related formalities and provide all necessary organizational support & regularly follow up to make employees productive in a safe learning environment • Performance Management: Update appraisal templates, ensure timely completion of appraisals through a constructive and honest feedback process, complete and compile employee appraisals on time for ED approval and support ED on annual performance and salary review process. • Learning and Development: Ensure constant and consistent learning opportunities for employees in discussion with SMT and ED, develop 		<ul style="list-style-type: none"> • HRMIS: Ensure that the employee database is regularly updated and maintained, providing critical information to management to make informed HR decisions • HR Policy, compliance and Processes: HR policies are periodically reviewed and updated with ED approval, the policies and processes are uniformly implemented, employees are informed and policies are adhered to at all times. Ensure statutory and legal compliances as well as donor compliances in HR • HR Management: Ensure that all perks, privileges and entitlements of PFI employees are managed well, on time and as per policy including leaves, holidays, benefits etc. • Employee separation and exit: Ensure proper management of separation from employment as per HR policy including exit formalities, interviews and closure of employment in coordination with relevant teams, finance and administration • Administration: Ensure seamless and efficient administration of HR function including managing HR team, ensuring documentation is maintained at all levels as per policy and practice of the organization • Strategic Leadership: As a part of SMT, contribute to organizational strategy and decision making process 	
		COMPETENCIES	
		<ul style="list-style-type: none"> • Timely completion of high quality recruitment processes with diligent advance planning and execution • Reduced employee attrition rate • Maintenance of HR data with easy retrieval of information required • Employee Engagement Index • Entrepreneurial Leadership: Provides vision, direction and support to build and sustain the advocacy vertical as an independent but coherent part of PFI • Working together: Successfully works with other verticals and functions and with own team to enhance overall efficiency and effectiveness • Communication & influencing: Builds mutually beneficial alliances and networks at senior levels within and outside PFI with ability to represent the organization as and when required • Striving for excellence: Leads initiatives to constantly improve quality of delivery; is a role model for continuous learning and improvement. • Managing People: Help build a high performing team that meets challenging objectives linked to corporate objectives; ensures own team works efficiently with other teams in a fast paced environment • Leading for the Future: Provides strategic support and thinking to build profile and competency and help PFI grow • Problem Solving Skills: Ability to provide solutions, multi-task and connect grassroots initiatives to the big picture. Eagle's Vision – Toads Eye perspective 	
		Delivering Results: Effectively leads complex projects, generating a goal-oriented, problem-solving team mentality and ensuring high quality results.	
		REQUIRED SKILLS	
		<ul style="list-style-type: none"> • Proven leadership and senior management experience in HR and OD • Excellent communication and representational skills • Excellent strategic thinking skills and experience, as well as practical experience of building and delivering gender-sensitive advocacy programs and campaign. • Excellent people management and coaching skills, with experience of developing and leading effective, multicultural teams. • IT literate (MS Office Suite) • Fluency in written and spoken English and Hindi 	
		HOW TO APPLY	
		Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by January 10, 2022. Please mention the position " Head of Human Resources " in the subject line of your e-mail. Only shortlisted candidates will be contacted.	

ABOUT PFI

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization’s goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India’s commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN’S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

OUR MISSION

To advance gender-sensitive, rights based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women’s rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services