



Internal Advertisement Manager – Human Resources

Released By	LSHO – HR	Job Title	Manager – Human Resources
Date of Release	13th March 2019	Last Date of Receipt of Applications	20th March 2019
Reporting To	Head Finance & Operations	No. of Positions	01
Location	Head Office, Secunderbad	REF/NO.	HRM 1

LEPRA Society is a pan-India health and development organization working for the people affected by Leprosy and other neglected diseases to transform their lives and overcome poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society.

The position is responsible to manage human resources function across the organisation.

What you would need to have

- Proven work experience as HR executive for at least five years
- People oriented and result driven
- Demonstrate experience with HR metrics
- Knowledge of HR systems and data bases
- Leadership skills and ability to architect strategy
- Excellent communication and negotiation skills
- Competence to build and effectively manage interpersonal relationship at all levels
- In depth knowledge of labour laws and HR best practices.
- **Qualifications:** Master’s degree in Human resources/MBA (HR specialisation)/ Masters Social work (PM,IR,LW)

What you would do

1. Review and align human resources strategy in accordance with organisation strategy and develop a human resources plan for the organisation.
2. Develop, revise and recommend human resources policies and procedures
3. Maintain and revise the human resources manuals
4. Support in providing human resources inputs while putting up new proposal
5. Plan human resources requirement across the organisation as per action plans and budgets and in consultation with the state and department heads.
6. Suggest to the senior management team on human resources deployment and redeployment, maintaining the balance of the human resources.
7. Prepare and standardise job descriptions for all the positions across the organisation to ensure role clarity for existing and new positions.
8. Manage the entire recruitment and selection process as per standard norms
9. Manage and coordinate the performance management system across the organisation



10. Administer the process of identifying the training needs of staff and strategize the identified training needs; Prepare an annual training plan
11. Identify internal and external resources for conduction training programmes
12. Ensure proper preservation of employee record; evolve procedure for prompt renewals of employment contracts and annual increments
13. Ensure statutory compliance with regard to PF, Gratuity and other acts as applicable
14. Coordinate periodical staff meetings; Ensure staff communications are strengthened
15. Support in handling legal issues related to staff matters

Remuneration commensurate with qualification and experience

If you have the skills and necessary experience and are interested in this role please email your application along with detailed resume in the specified format downloaded from www.leprasociety.org (careers column) to omprakash@leprahealthinaction.in specifying the REF.NO in the subject line or by post/courier specifying the REF.NO & post applied for on the cover of the application to: Head – Finance and Operations, LEPRA Society, P.No.19, Krishanapuri Colony, West Marredpally, Secunderabad – 500 026