

Executive Assistant-Human Resources

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	3 September 2021
Location	New Delhi, India
Grade	EA -HR
Salary and benefits	Rs.40000/- plus 10% TA (consolidated)
Contract	01 Year and extendable, this is an outsourced position
Occupational groups	International Development, Human Resources
Last date of application	18 September 2021

Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work.

The Government of India has established a Society in New Delhi to act as the Secretariat of the CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI.

Objective of this position:

The EA-HR will be responsible for supporting key HR and personnel management functions of recruitment, contract Management, Leave & Payroll Management, staff on-boarding, induction and staff exit and separation processes. S/he will also be responsible for maintaining the HR information systems (HRMS) and records for all staff and HR processes.

Role and Responsibilities:

- Recruitment – Support the drafting and finalization of position descriptions, ensure job postings on various job portals, initial screening of applications, collate applicant information, written test coordination and manage interview in co-ordination with the Selection Committee.
- Induction – Ensure a comprehensive induction process for all new staff including induction presentations, completion of joining documentation. Ensure that staff have a comprehensive understanding organization policy etc.
- Employee Benefits – Manage and track all employee benefits like leave, and provide support to staff as required.
- Exits – Ensure a smooth and cordial exit process for staff organizing farewell meets and issue of relieving letters, Experience Letters etc.
- Contract Management - Preparation and updating of contract database of all employees and making renewal letters.
- HR Information Management (HRMS) – Maintain audit ready HR documentation. Update and maintain the HR master database and process trackers on a regular basis. Generate MIS reports as required.
- Undertake other HR responsibilities as assigned by Manager HR & Deputy Director-HR and Admin from time to time.

Competencies:

Essential:

- Strong interpersonal and facilitation skills.
- Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude.
- Proficient to work on MS Office, especially MS Excel.
- Excellent verbal and written communications in English

Desirable:

- Experience of working in international organizations

Qualifications:

Educational Criteria:

Graduate degree in Business Administration or any related field. Post-graduation in HR or Personnel Management will be an advantage.

Experience Criteria:

Minimum of 3 years of professional experience in HR / personnel management and administrative roles preferably with an INGO/NGO for graduates and minimum 2 years of experience for Postgraduates.

Reporting Line:

The incumbent shall report to Deputy Director – HR and Admin.

How to Apply:

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply at <https://cdri.world/career/career.php>

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment including sexual harassment and gender / racial discrimination. Any selection therefore will be subject to satisfactory reference and background check.
