

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	HR Lead
Reporting Supervisor	HR - Director
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for HR Lead for its TB Projects. We are looking for HR Lead to providing oversight and direction on Human Resources Management for all TB projects over the project lifecycle including early engagement, on-boarding and orientation, setting to work and oversight.

The ideal candidate will work from the admin office in Gurugram in NCR of Delhi. The position HR Lead will be responsible for development, review and managing the contracts.

Qualification, Skills & Competencies:

- Education: Graduate + MBA/MSW in HRM or a relevant field.
- Should have 7-8 Years of Management Experience in HR Operations.
- Should have demonstrated expertise in HR Compliances and Documentation.
- Additional Experience of working in Not for Profit Environment is values

Roles and Responsibilities :

- Recruitment : Should be able to scout for new team members and identify potential candidates who are required to work in Development Sector/Social Sector Roles like Technical Experts, Managers, M&E, MLE, Data Analysts etc in Public Health, Develop and implement effective recruitment and staffing strategies.
- Handle Induction and Joining Process of new Joinees – Joining Documentation, Assets Allocation, Coordinating for training and Induction with different departments.
- Should be able to manage all legal and other technical aspects with respect to Human Resource.
- To coordinate with Time Office Team for issuing Contractual Agreements and Appointment Letter.
- To ensure ID Cards and Visiting cards are printed and provided to New Joinee (If Applicable).
- Managing and coordinating with concerned departments on complete Attendance and Payroll Cycle on Monthly Basis and delivering as per timelines defined to the respective departments.
- Meeting and handling the grievance of contractual staff on day to day basis and getting it addressed.
- Handling Performance Review of Contractual staff on Annual or Bi-Annual Basis.
- Have to handle Exit process of resigned contractual staff and managing the smooth exit. To perform Exit Interview and document the same.

- Will be responsible for keeping the documents and Personal Files of Contractual Staff intact and in place.
- Issuing notices and letters in respect to the HR Compliances and Policies of the company.
- Foster a positive work environment and promote employee engagement and Develop and implement employee development plans.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their full applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

Only shortlisted candidates will be contacted.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.