



Name of the Post: HR & Admin Officer, Saksham Prerak

Location : **Mumbai**

Duration : **March 2020**

Email : **recruitment.sakshamprerak@gmail.com**

Remuneration CTC: **Rs. 35,000- 40, 000/- per month.**

Last Date for application: March 20, 2018.

Terms of Reference for the position of HR & Admin Officer for Saksham Prerak.

- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff. (recruitment, interviews, and exit formalities).
- Monitor staff performance and attendance activities. Maintain leave records for the entire staff.
- Provide information and assistance to staff, supervisors on human resource and work related issues.
- Provide support to supervisors and staff to develop the skills and capabilities of staff. (job descriptions, staff performance evaluation forms, training, workshops, orientation).
- Prepare monthly salary sheets, salary slips, yearly salary data for tax calculation followed by FORM 16 and other related work with the finance.
- Perform other related duties with all the team members as and when required.
- Supervise and coordinate overall admin work for smooth functioning. Organise and coordinate programme events, national meets, meetings with stakeholders etc.
- Verification of bills for overall admin related work. (Ticketing, stationary etc)
- Any other work assigned by the Supervisor(s).

Qualifications: Post graduate in any discipline/ Post graduate Diploma or degree will be an added advantage. Minimum 2-4 years of working experience in the field of HR generalist, recruitment and administration work.

Essential Skills:

- Administrative skills
- Excellent communications skills in English (verbal and written).
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Knowledge of Compensation and Wage Structure.
- Excellent organizational and administration skills.
- Good Analytical and Presentation Skill.

Experience: Up to 2-4 years of working experience at officer or state level coordinator in the related field of TB control or HIV/AIDS or and Public health.

Essential skills and other requirements:

- Ability to strategize and implement the programme to get the expected outcome.
- Excellent written and spoken communication skills in English, Marathi and Hindi.
- Proficiency in using computers. Knowledge of MS Office-Word, Excel, PPT.
- Willingness to travel extensively within districts assigned.

Application Procedure

Please send the following documents by e-mail to

recruitment.sakshamprerak@gmail.com along with the following subject line as '**HR & Admin Officer'- Saksham Prerak.**

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

******* Candidates short-listed will be contacted for interview only. *******