

Vacancy for the post of Senior - Human Resource Officer (Part-Time) at iCALL Psychosocial Helpline, TISS

Name of Post	Senior - Human Resource Officer (part time)
Advertisement number	4icall/06/2022/02
No of Posts	01
Last date of Application	7/07/2022
Salary	32000 per month

About iCALL Psychosocial Helpline: iCALL Psychosocial Helpline; a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides counseling, support, information and referral to individuals in emotional and psychological distress, over the telephone, email and chat. The helpline currently runs six days a week, from Monday to Saturday, from 8 AM to 10 PM. Apart from service provision, iCALL engages in various research, capacity building and outreach efforts independently and in partnership with State Governments and NGOs across the country.

The purpose of this role is to support leadership in translating the organizational strategy into HR strategy and driving excellence in HR operations. The position works closely with other members of the senior team on matters like people strategy and organizational growth. - HR Strategy - HR Operations- Compliance.

Job Description

Profile Details:

- Prepare HR Policy & strategy for iCALL in view of achieving the organizational goals
- Talent acquisition as per organizational needs
- Collaborate with hiring managers to identify future hiring needs.
- Monitor probation period of staff, annual renewals & schedule reviews with programme team as required.
- Prepare & implement procedures staff development & performance management through reviews
- Facilitate the orientation sessions, self care activities for staff and F&F processes.
- Organize team building & employee welfare activities on a monthly basis.

- Initiate and cultivate relationships with team members
- Proactively address all employee concerns/grievances
- Ensure timely implementation of PMS within agreed process guidelines.
- Offer supervision to team

Candidate Profile:

- Post Graduate qualification in human resource management/ allied discipline
- At least 5-7 years of experience with a humanitarian institution in a similar role.
- Proven record of successful HR management is must
- Understanding of development sector & mental health is preferred
- Good analytical skills in managing information, composing & drafting policies
- Familiarity with labour laws & any other relevant policies by GOI
- Fluency in English & Hindi (reading, speaking, writing)
- Organizational skills, discipline, and compliance with deadlines.
- Determination and proactiveness in professional commitment

The position is for a period of one year, and will be extended depending on performance. Please note that this is a part-time position based out of Mumbai. The candidate will report to the Programme Associate, iCALL.

Desirous candidates may send their résumé to hr.icall21@gmail.com before **7/07/2022** with a subject line **Application for the post of (specify the post) – June 2022.** Please mention the name of the position you are applying for in the subject line. Late applications shall not be entertained. Shortlisted candidates will be called for an online interview.

For enquiries, contact;

Tel: 022-25525599



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