



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: April 21, 2019.

Saksham Prerak, in collaboration with the National AIDS Control Programme (NACP) will build capacities of 9000 HIV counselors+30000 Auxiliary Nurse & Midwife (ANM) across India. Tata Institute of Social Sciences will establish 10 Regional Training Units to conduct these training programmes. Each regional training unit shall cover 3 to 4 states. Trainings would be conducted at multiple locations.

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, Tax Calculation & Deductions.
- 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 TA DA Bills, Inventory floting of RFP & issue of workorder etc)
- Follow up with bank related work.
- Any other work assigned by the Supervisor(s).

Qualifications: Graduate in any discipline/
Post graduate, Diploma or degree will be an added advantage.

Experience: Minimum 2 years of working experience in the field of HR gernalist, recruitment & 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.
- Handling Accounts.

Application Procedure

Please send the following documents by e-mail to

recruitment.sakshamprerak@gmail.com with the location & position in the

“Subject”stated your suitability for the post.

1. Your updated curriculum vitae with your academic record and experience.

(in PDF of Word)

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

National Programme Director

Saksham Prerak