

<b>Position</b>	<b>Deputy General Manager-Human Resources</b>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate in any stream from a recognised University.</li> <li>• Diploma / MBA in Human Resources/Personnel Management from an AICTE/UGC recognized institute.</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 20 years of experience in Human Resources Relations function.</li> <li>• At least 10 years' experience in core HR and Administrative functions in Higher/ Middle Management position in an organisation.</li> <li>• Exposure to HR functions in ERP</li> </ul>
<b>Age</b>	Up to 57 years
<b>Salary (CTC PA)</b>	Rs. 20.50 lakhs (Approx)
<b>Reporting To</b>	Managing Director/ General Manager (HR)
<b>Engagement Type</b>	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal or until attaining the age of 60 years whichever is earlier.
<b>Job Roles and Responsibilities</b>	<p><b>HR:</b></p> <ul style="list-style-type: none"> <li>• Formulating HR Strategies and Policies related to Recruitment, Compensation, Capacity Building, Performance Review, Training, Transfer, Promotion, Employee satisfaction, Grievance Redressal and Exit/Superannuation.</li> <li>• Preparation of HR budget</li> <li>• Preparation of Manpower requirement / Succession plans against retirements, resignations, and workload statistics.</li> <li>• Preparation of recruitment strategies and arriving at Indicators to measure the effectiveness of these strategies over a period of time.</li> <li>• Designing and development of performance appraisal framework by arriving at Key Performance Indicators (KPI) in collaboration with the Line Managers and Heads of different verticals and enable effective communication of these KPIs across the organization.</li> <li>• Carrying out Competency &amp; Skill Gap assessment based on the Business objectives and identifying the training needs and devising Capacity Building measures.</li> <li>• Monitor employee satisfaction and design initiatives for increased employee engagement.</li> <li>• Oversee Provident Fund, ESI, Gratuity, Leave encashment and other Superannuation Benefits in collaboration with the Finance Department.</li> <li>• Review, assess, implement and manage employee welfare programmes of WBEIDC.</li> <li>• Development of HR policies and manuals</li> <li>• Review and Develop proactive policies pertaining to prevention of Sexual Harassment; and enable awareness among the employees in this regard.</li> </ul>

