About Peepul

Peepul is an education-focused non-profit. **We dream and work towards creating an education system in India that enables 'every child to realize their potential.'**

We work closely with governments at the national, state, and local levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team and we use rigorous research to inform our work. We run systemic education programmes that, together, ensure that we adopt a holistic view towards improving state education systems. We are a fast-paced organisation that aims high. Towards creating exemplar education ecosystems, some of what we do includes:

i. **Run Exemplar Schools**: we run exemplar schools in partnership with the government to show what 'great' looks like. Starting with one school with 9 children in 2015, we now have a network of 3 schools that directly impact 1,000 children.

ii. **Systemic Interventions**: we create systemic influence through large-scale interventions such as teacher training, capacity building of government education officials, working with district and state-level training institutes and advising on policy reform.

iii. **Government Policy and Advisory:** we advise state governments on improving governance and accountability structures through our work on quality assurance, levers for school improvement and knowledge as practitioners of quality improvement.

iv. **Thought Leadership:** we recognize the criticality of institutionalizing and codifying our best practices, content, and processes so that they can be standardized, scaled, and can be adopted by government systems to improve government schools as well as shared more widely with the education ecosystem in India.

Website: http://peepulindia.org/

Job Description: Human Resource Manager

Reports to: CEO
Location: New Delhi, India
Start date: November 2020
Salary: Commensurate with experience

We are a looking for a Human Resource Manager who will be the steward of people management at the organization. The individual will be responsible for hiring, developing, and managing the great talent that works at Peepul.

Key Responsibilities

Handle recruitment, selection and induction process

- Lead the recruitment function for Peepul, including

  - Ensuring that accurate Job Descriptions (JD) are in place
  - Manage the applicant's database to find the right candidates for the organisation as well as develop creative sources for attracting the best talent to the organisation
  - Manage the selection process including pre-assignments, telephonic screening, and interviews
  - Ensure follow-up and closure for all candidates within the timelines to fill the position

- Develop and manage a strong Induction process for all new joiners so that they are well integrated into the organisation and receive support during their probation period

- Conduct exit interviews, collect feedback and proactively suggest ways in which organisational practices can be improved

Employee Records and Performance Reviews

- Ensure HR-related documentation of the Peepul team is organised and accurate, backed up and fully compliant
- Drive the Performance Management system in alignment with organization needs using the appropriate HR platform and IT system. Explore data platforms to make the process more effective and efficient

- Coordinate and help Programme Leads develop/finalize Individual KRAs/Goals and ensure that they are in line with the organisation's goals
- Facilitate the compensation benchmarking study for various roles at Peepul and align the compensation structures to industry standards
- Develop and implement the annual increment cycle, with appropriate incentives in place to reward high-performing and high-potential employees
- Monitor attendance and track leaves, manage clock-in/out time to avoid late arrivals and track overtimes and half-days

Staff Development

- Design, develop and deliver training materials and content for bespoke training sessions at every level for the team
- Work closely with the Senior Leadership Team to evaluate and strengthen talent management practices
- Planning and Implementing different forums/events like staff meetings, managers meetings, staff retreat, etc. in line with the overall vision and mission of Peepul
- Ensures organization announcements and communication reaches every employee
- Make the employees aware of their responsibilities while working in a business environment, (e.g. how to follow safety in the work environment) so that they protect themselves and the workforce environment
- Handle grievances, counsel employees and take disciplinary actions as and when required
- Discuss critical cases with Senior Leadership Team (SLT) or talent committees within the organisation to look into particular issues

HR Policies -Vision, Value, and Branding

- Develop organisational processes and policies that are in line with best practice
- Align the organization's practices in tune with the labour laws, tax laws, permissible working hours, minimum wages, and a no-discrimination policy
- Communicate HR policies to all the staff across the different programs as and when required
- Review of policies periodically, suggesting changes to the senior leadership team, in order to increase employee retention and employee satisfaction
- Partner with senior leadership on building a value-based culture, vision, and alignment within the organization

Person Specification

Experience and Skills:
- Master's degree in Human Resources or equivalent field is preferred
- A minimum of 6-8 years of experience in independently handling the HR in the development sector
- Demonstrated ability to build excellent relationships with people to maintain a healthy, safe, and fun work environment
- Excellent written and verbal communication and capability to relate and interact with multicultural teams
- Giving close attention to details and demonstrated ability to handle sensitive or confidential information
- Motivated to learn rapidly and is naturally proactive
- Takes ownership and pride over the quality of work as an individual and team member

Personal Attributes:
- Strong alignment with Peepul's mission of providing quality education and building stronger education ecosystems in India
- Ability to negotiate and achieve consensus with key stakeholders
- Self-starter who will thrive in a start-up setting by taking ownership and initiative
- Ability to work effectively with colleagues based in different geographies and time zones
- Openness to listen, learn and contribute beyond the confines of this role
- Hard working, detail orientated, tenacious and systematic
- Enthusiastic to do whatever it takes willing to take personal accountability for delivery
- Enjoys working under pressure: flexible, highly organized and able to prioritize work to meet deadlines

Recruitment Process

Application Process
- To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to recruitment@peepulindia.org with a cc to sonali.soni@peepulindia.org, **ensuring you specify the role you are applying for in the subject line of the e-mail**. Please include the details of at least two referees within your application.

Reference checking & Probation
- This role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.

More about Peepul

Who we are and how we work:

One principle unites us in all our endeavors: we put children first.

We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we will have to say or do things that are hard for us and for other people.

All our actions are driven by what is best for the children we work for.

We are:

Restless
We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.

Reflective
We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.

Resilient
We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

When we work, we:

Aim high
We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at Peepul does the same. We do not accept excuses, and we do not make excuses.

Use rigorous research
We use the latest research and data in all our work, and we scrutinize our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.

Work smart
We work hard to achieve our aims. But, more important, we work smart.

We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.

Work as a team
Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.