

## **JOB DESCRIPTION**

PROJECT	Human Resource
Designation	Manager /Assistant Manager – Human Resources
EXPERIENCE	6 - 10 Years
REMUNERATION	As per NIUA standards
DUTY STATION	NIUA, New Delhi, India

### **About the National Institute of Urban Affairs**

The National Institute of Urban Affairs is an autonomous body under the Ministry of Housing and Urban Affairs. It is a premier institute dedicated to advancing research, capacity building and knowledge dissemination in the urban sector. Its mission is to promote pioneering research and expertise to advance integrated urban solutions, and build a robust discourse on emergent urban issues. It is achieved through training, and capacity development initiatives, collaborating closely with state governments and urban local bodies.

### **Main Duties and Responsibilities:**

#### **Key Responsibilities:**

#### **Talent Acquisition:**

- Assist in workforce planning and recruitment strategies.
- Manage end-to-end recruitment cycle including sourcing, screening, interviewing, coordinate with hiring managers to fulfil staffing needs on time.

#### **Employee Relations & Engagement:**

- Address employee concerns, grievances, and disciplinary issues in a fair and timely manner.
- Assist in organizing employee engagement initiatives and events.
- Support the implementation of employee retention programs.

#### **Performance Management:**

- Assist in identifying training and development needs based on performance gaps.
- Maintain accurate performance records and generate reports as needed.

**HR Operations & Compliance:**

- Maintain HRIS and employee records in accordance with company policy and legal requirements.
- Ensure compliance with labor laws and employment regulations.
- Generate HR reports, dashboards, and analysis for decision-making.

**Training & Development:**

- Coordinate and deliver training sessions in collaboration with the Learning & Development team.
- Evaluate training effectiveness and maintain training records.

**Qualifications, Experience, Knowledge :**

- Bachelor's degree and MBA in HR preferred in Human Resources, Business Administration
- 6 – 10 years of relevant experience in HR operations, recruitment and generalist roles.
- Strong knowledge of labor laws and HR best practices.
- Proficient in MS Office and HRIS tools.
- Excellent communication, interpersonal, and organizational skills.
- High level of integrity and ability to maintain confidentiality.
- Ability to multitask and manage time efficiently.