

Job Code: CUTS38DIRHR

Vacancy: Director, Human Resource

Job Profile

CUTS is looking for an experienced **Director, Human Resources (HR)** to lead its Human Resource Department (HRD). He will ensure that all human resource operations are carried out effectively, timely and in smooth manner. He will be responsible for developing HR strategies and providing sound advice to senior management on all subject related matters.

Director, HR must be an experienced professional with deep knowledge and understanding of all HR related matters. The goal is to ensure that all HR needs of the organisation are being met and are aligned with organisational vision.

Responsibilities

- Developing and maintaining an employee-oriented culture that emphasizes quality, continuous improvement, and high performance;
- Monitoring compliances of HR systems, policies and procedures, preferably in the context of an international organisation;
- Partnering with management to understand the long-term objectives, identify areas of opportunity and implement Human Resource interventions which are needed to meet the short and longer-term growth strategies;
- Designing, developing and executing best-practice initiatives for core human resources policies and programs, including succession and career planning, performance appraisals, recruitment, onboarding and employee retention;
- Providing senior level advice and recommendations to senior management and department heads on matters relating to human resources issues;
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Managing the day-to-day operations of the department, ensuring security, accuracy of employee records and consistency of practices;
- Performing other related duties as required.

Qualifications and Experience

- Master's in Human Resources or equivalent degree;
- 10-15 years of progressive leadership experience in Human Resource position;
- Experience in employment law, compensation, organisational planning, organisation development, employee relations, safety, and training and development;
- Experience of working in a multicultural environment.

Skills

- Excellent interpersonal and communication skills and the ability to maintain effective relations at all levels;
- High-level analytical and conceptual skills and the ability to meet deadlines;
- Demonstrated ability to lead by example and work as part of a team as well as individually with minimal direction;
- Ability to work as a team spread across multiple countries and locations;
- Result oriented, proactive and a self-starter;
- Excellent communication skills in English, both verbal and written;
- Problem solving and management of crisis, conflict and risk.

Compensation

CUTS recognises that the right candidate will have a significant impact on the success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

Location

The position will be based in Jaipur. Occasional travel around India with potential for international travel to partners and conferences will be expected.

To apply

Qualified candidates should send their resumes to recruit@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Consumer Unity and Trust Society (CUTS) is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability.

Consumer Unity & Trust Society (CUTS) International

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