

Centre for Research in Schemes and Policies (CRISP)

Job Chart for the position of Manager (HR & Admin)

About [CRISP](#)

Centre for Research in Schemes and Policies (CRISP) is an organization set up by a group of civil servants and those in public service with more than three decades of experience. CRISP aims to give back to society by helping governments design, redesign, and implement better schemes and policies. The organization works with central and state governments, CSR funds, and large NGOs with sizable impact. The organization's mission is to enable implementation of government policies focusing on SDGs 1, 2, 3, 4, 5 and 16. With an unparalleled background in dealing with on-ground issues and an extensive network of bureaucrats, the CRISP team is best positioned to quickly and iteratively implement systemic programs such as the AEDP in higher education.

About the Role

The '**Manager (HR & Admin)**' will lead and direct the routine functions of the Human Resources (HR) department i.e., human resources management, including job design, recruitment, performance management, administering pay, benefits and leave, training and development, employment cycle changes, talent management, and enforcing company policies and practices within the organization. This role requires a strategic and operational blend to support the vision and goals of the organization effectively. The HR Manager will directly report to the Chief Coordinating Officer (CCO), CRISP.

Key Responsibilities

- Oversee the hiring process, including job postings, screening, interviewing, selecting candidates and onboarding them, under the guidance of Secretary and CCO, CRISP.
- Develop and implement performance appraisal systems.
- Provide support to Vertical/State Leads on performance management issues.
- Identify and facilitate training and development programs to enhance employee skills and performance.

- Administer employee compensation, benefits, leaves, and payroll programs.
- Maintain and update employee records in accordance with legal requirements and EPF as per applicability.
- Address and resolve employee concerns, grievances, and conflicts in a timely and effective manner.
- Oversee employee welfare programs and ensure compliance with relevant regulations.
- Lead initiatives to improve organizational effectiveness and employee engagement.
- Collaborate with leadership to identify and address organizational challenges.
- Develop, update, and enforce HR policies and procedures regularly.
- Develop and implement workplace safety programs and protocols.
- Facilitating Board meetings and other important meetings with donor organizations and other VIPs.
- Arranging logistics support for Board members and other VIPs.
- Administering central office and extending support to the state offices.
- Any other administrative task assigned by higher authorities.
- Foster a positive work environment and culture aligned with the organization's values.

Required Qualifications

- Passion to work in social/development sector.
- Bachelor's degree in Human Resources, Business Administration, or a related field.
- A Master's degree in Human Resources Management or related field is preferred.
- At least 05 years of HR management experience after Bachelor's or 03 year after Master's.
- Strong understanding of HR best practices and labor laws.
- Proficiency in MS Office (MS Word, Excel, and PowerPoint) Tools.
- Excellent interpersonal and communication skills.
- Proven ability to manage and resolve conflicts.
- Strong organizational and time management skills.

Location

- Hyderabad.

Remuneration and Benefits

- Remuneration will be competitive.
- Work with esteemed retired Civil Servants.
- Lifelong learning opportunities.
- Great work-life balance.
