



## Human Resources Officer, New Delhi

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### **ASSIGNMENT**

Vital Strategies is seeking qualified candidates for short term consultancy assignment in New Delhi. The duration of the assignment will be for six (6) months, with the possibility of contract renewal subject to performance and availability of funds. The day-to-day roles and responsibilities of a contract administrator may vary depending on location, type of project and size, and may include duties that are essential to the successful management and execution of contracts on behalf of organizations. The right candidate for this assignment will be highly organized, an excellent communicator and customer-service focused. He/she will take pride in providing a responsive, solutions-oriented service to all our staff.

### **Scope of Service:**

#### **Contract Administration and Onboarding New Hires**

- Work with various projects within the organization to analyze and solidify an overall contract administration process.
- Coordinate actions with New York HR team, International HR Officer and Legal Counsel if needed
- Report status of current contract processes to Global Operations
- Resolve any existing contract conflicts
- Serve as a liaison between internal and external parties during contract development and execution stages
- Analyze potential risks that contract changes may pose to the organization
- Ensure that all steps in the pre-boarding and onboarding checklist are completed
- Draft & Send out Consultant Agreement and pre-employment documentation to new hires
- Contact person for all questions related to pre-employment documentation and benefits
- Audit to ensure all pre-employment documentation is received and completed correctly
- One on one support to all new hires
- Send all required documentation to third-party agency conducting background checks to ensure checks are conducted in timely manner
- Lead interdepartmental communication with Operations, IT and Communication Divisions to ensure a smooth onboarding process

- Confirm that new hire welcome pack contains all necessary items to ensure a new employee has everything they need on their first day
- Oversee administration of all onboarding related surveys. Research and analyze onboarding processes, identifying roadblocks, facilitating solutions, and ensuring execution by measuring results
- Act as a key contact for all issues related to onboarding and monitor progress. Work with internal partners when needed to coordinate onboarding efforts.

### **International HR Administration**

- Process, monitor and update all contract and personnel information according to Vital Strategies International contract requirements and New York law in order to ensure that all information pertaining to contracted staff is accurate and easily accessible.
- Coordinate relocation of staff coming from abroad, in order to ensure employees from abroad can start their job responsibilities as soon as possible after arrival
- Assist in drafting HR operations onboarding / offboarding guidelines for Vital strategies Country offices.

### **Recruitment**

- Assist in all aspects of recruiting, including screening of resumes, scheduling interviews, and tracking progress of all searches HR is involved in International Recruitments.
- Spearhead project to organize and scan resumes + notes of former candidates who we did not hire for International Positions, but would like to keep in our files;
- Help with job postings on various platforms such as the Vital Strategies website, LinkedIn, and others;
- Keep notes at biweekly HR meetings;
- Analyze data on new International hires over the last 12 months to determine trends and most successful strategies
- Other duties as assigned

### **Qualifications and skill set:**

- At least five (5) years of relevant HR experience of working in a varied generalist HR environment to include contract administration, recruitments and onboarding at all levels.
- Master's Degree in Human resources strongly preferred, minimum of Bachelor's Degree from institute of repute.
- Customer service-oriented attitude
- Strong interpersonal skills
- Highly attentive to detail
- Ability to prioritize tasks and work efficiently with sometimes minimal supervision
- Determination and drive to see tasks through to the end
- Demonstrated sensitivity in handling confidential information
- Proven ability to quickly learn new software and mastery of Microsoft Suite products (particularly Word and Excel)
- At least three (3) years of Experience working in an international environment a significant plus



- A global outlook; keen interest and knowledge of current affairs globally
- Experience of working with staff members located in international locations

**How to apply:**

Please send CV and a cover letter, including remuneration expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line.

Closing date for applications: **November 20, 2018**. Only shortlisted candidates will be contacted.