



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Manager – Human Resource (HR)**

Indian Institute of Management Ahmedabad (IIMA) is looking for Manager-Human Resource (HR). Manager – HR is a middle management level position. Manager-HR will direct and carry out all administrative functions of HR Department (HRD) under the guidance and supervision of the Head-HR. The position calls for person with suitable educational qualification, experience, maturity and integrity.

#### **Job Description:**

- Human resource management covering man power planning and development strategies by preparing long & short term plans, timely recruitment, training, performance evaluation, compensation strategies in line with the goals & objectives of the Institute as well as Government of India norms.
- Developing systems & procedures for various activities like recruitment, training, performance evaluation, compensation policies, superannuation benefits etc.
- Manage recruitment process: job descriptions, advertisement, short listing, conduct test & interview, compensation finalisation and appointments.
- Manage induction of new employees to familiarise with institute culture.
- Manage performance evaluation, increments, promotions, pay fixation, transfers etc. as per the institute's rules.
- Manage pay fixation on appointment, promotion and adoption of new pay commission
- Process disciplinary and vigilance cases.
- Manage resignations & retirements with superannuation benefits.
- Manage & monitor outsourcing agencies, legal cases, welfare activities, sports & recreation activities, RTI applications & appeals, record keeping, digitisation, housing facilities, secretarial support to faculty members, LTC, Central/State Government Office Memorandums, understanding of pay commissions & implementation thereof.
- Undertake career planning, skill analysis, competency gap analysis, and institutionalize development programs for employees
- Suggest compensation strategy to attract, retain, and develop talent
- Implement effective appraisal and reward system
- Recommend and establish HR policies and procedures to enhance effectiveness of employees
- Implement procedures and technology solutions to improve HR information management system
- Advise and manage issues related to life and property insurance, medical insurance, and similar other statutory matters.
- Maintain relationship with the Institute's Legal Counsel on issues of HR and labour relations and manage Institute's responses in various courts as and when required (with the help of Institute's Legal Counsel).

## **Qualification, Experience & Skill Requirements:**

- Candidate should be a Graduate with First Class and should have a full time MBA (HR) degree from reputed Institute with at least fifteen (15) years of post-qualification experience in the field of HR (Personnel, Pay Roll, Vigilance, Administration, Legal etc.) Department, of which about 8 years must be in an overall supervisory position.
- Candidates having experience from Autonomous Bodies or large Academic Institution or PSUs may be preferred.
- Candidate should have served in the 6<sup>th</sup> CPC - GP 5400 or above for at least 5 years OR drawing equivalent pay in private sector (Approx. Rs.60,000 per month).
- Knowledge of HR, Pay Roll, Allowances, Rules and regulations, compensation, labour laws, and statutory requirements is must.
- Knowledge of prevailing rules on recruitment, appraisal, promotion, increment, pay fixation, leave, LTC, Superannuation of the Central Government / State Government / PSU/ autonomous bodies/ Universities is also required.
- Excellent communication skills - both written and verbal
- Excellent computer knowledge.
- Should be a team player who can instil confidence and establish high performance levels.
- Should have excellent networking abilities.

## **Desirable Traits:**

- Leadership, Communicates Effectively, Knowledge Worker, Holds Self and Others Accountable, Problem Solving and Innovation, Demonstrates Ethical Behaviour, Leverages Resources (Coaches and Develops), Drives to Excel, Maximizes Team Effectiveness, Supportive of Change and an eye for detail.

**Age:** Maximum 50 years as on the last date of application.

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found very well and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **March 28, 2018**.

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