

JOB DESCRIPTION

Reporting to: Managing Director, Maanaveeya (with a functional link / dotted line to Global HR Manager)

Result areas of the department

The Human Resources unit builds the organizational capability of people management and develops individual capabilities in line with Oikocredit's strategy; attracting, developing and aligning people in service of Oikocredit's aspirations and change process. The HR unit works with Business Partners, so that the business leaders have a counterpart and sparring partner in their strive to provide inspirational and effective leadership.

The team is (amongst others) responsible for developing HR policies, procedures and framework, HR administration such as employment agreements, employee database data entry and management, and payroll management.

Job purpose

The HR Business Partner India (HRBP) is the first point of contact for the team based in India and provides HR advice on organizational effectiveness, resource planning, leadership and performance development, employee related matters, and capability building. The HRBP India also manages payroll for (updating employee database system, liaising with payroll providers and informing finance and accounting on aggregated payroll information.) Closely work with MD and Global HR manager for developing and implementing an effective HR Strategy for MV.

Result areas of the job

The HRBP provides strategic HR advice to the regional management in close cooperation with the Global HR Manager, acts as the first point of contact, understands them whilst developing effective working relationships. S/he shall advise management on personal style and development and delivery of people plans, supporting the achievement of the business objectives. To achieve this, he/she is adept at stakeholder management.

S/he ensures a match between HR strategy, policies and procedures and the needs of the internal clients by providing input to the design and execution of the HR strategy and business plan. The HRBP provides input to HR initiatives, policy development and implementation in the shape of advice and support on the research and provides expert knowledge of the client area.

In addition, s/he is responsible for developing the learning and development agenda together with the Managing Director and the global HR Manager to ensure that sufficient coaching and training is available.

Working with the transformation office, he/she provides input for change management initiatives such as organizational/departmental restructure, job design and descriptions, outsourcing and compensation structure, and empowers delivery of great service in accordance with Oikocredit's mission and values and the HR mission to invest in our people.

S/he interfaces with workers representation and/or labor authorities where required and ensures correct legal processes are followed.

S/he offers HR services to regional based personnel, including general HR advice, monitoring performance, risks and urgent issues of key staff and recommends appropriate actions in consultation with the HR manager. The HRBP India ensures that key clients are equipped with appropriate tools and knowledge to effectively manage their people; provides advice, guidance, and ad-hoc training as necessary. He/She coordinates, carries out and analyses 100-days evaluations and exit interviews and proactively supports the delivery of HR processes.

Regarding global teams, the HRBP India shall liaise with the HRBP NL to provide employees in global teams (if relevant) with the necessary day to day HR support and ensure that the HRBP NL has enough information to advise relevant management.

Education, skills and experience

- Academic degree in HR, Business Management, Law or Change Management
- 5+ years' experience in HR, experience with execution of HR policies and procedures, preferably in Financial Institution (NBFC / Bank)
- General knowledge of employment conditions, culture and labour law in India
- Strong interpersonal skills and stakeholder management skills
- Fluency in English and good communication skills,

Competencies

1) Stress Tolerance, 2) Independence, 3) Problem analysis and assessment, 4) (Strategic) vision, 5) Initiative (shared Oikocredit competence), 6) Result orientation, 7) Convincing ability, 8) Cooperation (shared Oikocredit competence), 9) Organization awareness, 10) Building and maintaining networks and relations, 11) Verbal & written communication and presentation, 12) Multicultural awareness