

10th February, 2017



Back ground of the Project

India Health Action Trust (IHAT) aims at improving public health initiatives by supporting programs nationally and globally through providing comprehensive technical assistance in program planning, management and monitoring. IHAT has set up a Technical Support Unit (TSU) for the Government of Uttar Pradesh to provide techno-managerial assistance to improve the coverage of key reproductive, maternal, newborn, child health and nutrition (RMNCHA+) interventions and services in the state from the funding support of Bill & Melinda Gate Foundation (BMGF) through University of Manitoba (UOM), Canada

Technical support unit, Uttar Pradesh invite application for the following positions from competent and committed development professionals who are seeking meaningful and challenging assignments in- Uttar Pradesh.

Position: Associate – Human Resource

No of position: 1

Location: Lucknow

Reporting to: Senior Manager HR

Key Responsibilities:

- Maintains human resources records by maintaining applications, resumes, and applicant logs
- Enrolls new employees by issuing forms and other relevant papers
- Avoids legal challenges by complying with legal requirements
- Maintains manager and employee confidence by keeping human resources information confidential.
- Accomplishes human resources and organization mission/ results by completing related tasks as needed
- Preparing various report, based on monthly exercise
- Coordinate with Insurance agency as and when required
- Handling employee database in Excel

Competencies:

Technical

- Excellent skills using MS Word, Excel, Access, and Internet Explorer
- Attention to details
- Ability to produce documents and coordinate activities independently

Interpersonal

- Ability to handle and prioritize multiple tasks and meet all deadlines
- Ethnic, cultural, gender, religious, and socioeconomic status sensitivity

- Must be flexible and able to work in a challenging environment
- Fluency in written and spoken English and Hindi

Education & Experience requirements:

- Bachelor's degree in arts, commerce, social sciences or humanities
- Human Resource degree preferred
- Two plus years in performing all above functions

IHAT provides safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Physically challenged with required skills /knowledge and willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with MNCH interventions and in-depth project knowledge. Only short listed candidates will be invited for further screening process.

How to apply:

Interested candidates please apply by COB 19th February, 2017 using the online IHAT Application by clicking on <http://ihat.in/vacancies/ihat-up-tsu/> or visit IHAT Vacancy page at www.ihat.in. Only completed online applications will be considered.