



### **Bombay Natural History Society (BNHS)**

1. **Position** : Human Resources (HR) Head
2. **Nature of Employment:** One-year contract (Extendable)
3. **Qualification:** Graduate in any discipline from a recognized University
4. **Experience:** More than 6 years of Experience in HR Department of a large corporate house, Government, or a large public trust NGO. Should have handled more than 200 staff as a team leader.
5. **Knowledge & Skills :**
  - Excellent communication, presentation skills, inter-personnel, Negotiations, Time management, Planning and execution.
  - IT skills, including a working knowledge of Microsoft Office Word, Excel, and PowerPoint. Proficiency in HRMTHREAD and HRMS software.
  - Ability to work on own initiative.
6. **Salary** : Up to Rs. 1.25 Lakh per month (For a perfect candidate)
7. **Age:** 35-50 years
8. **Job Responsibilities:**
  - a) Scheduling interviews of candidates, online and physical.
  - b) Issuing Offer Letters, Appointment letters to the Candidates.
  - c) Issuing Employee's Identity Card and documents related to the appointment.
  - d) Entering information about the new employee in the Employer's Provident Fund portal.
  - e) Generating UAN Numbers and KYC updating of the employee.
  - f) Entering the Employee details in the Employee package
  - g) Entering and maintaining the employee's attendance record in the Employee package.
  - h) Creating Masters in the Employee package.
  - i) Maintain Employees' Salaries in HR Payroll Software.
  - j) Coordinating with the Accounts Department for monthly salary processing.
  - k) Keeping track of extension of contract/professional contract of employees.
  - l) Sending contract extension approval sheet to Principal Investigator/ Head of the Department, and processing the same on receiving their consent.
  - m) Issuing Warning and Termination letters to existing employees, when needed.
  - n) Issuing relieving letter and other documents of the Employee who has resigned.
  - o) Maintaining records of each employee.
  - p) Assisting in preparing policies related to HR.
  - q) Correspondence with different departments and field staff.
  - r) Other HR-related work such as preparing KPAs, Increment sheets, and performance appraisal forms.
  - s) Update staff' performance and monitoring their progress.



## **8 General Instructions:**

1. Interested candidates who are Mumbai based can send their application via email with a detailed CV by 27<sup>th</sup> September 2023 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811.

Email: cv.hr@bnhs.org

**Note that you need to fill out the application form, for which the link is given below. Without filling out the application form the CV will not be considered.**

### **Link for application form**

<https://forms.gle/LirXjT1Qby7Qa7WP9>

2. BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.