

WE'RE HIRING

Position: **Officer**

Division: **Assurances**

[Personnel & Administration]

Location: **New Delhi**

Working at TRI

TRI (www.trif.in) is India's leading organisation focused on multifaceted development in rural India encompassing health, education, economic development and governance, providing tangible improvements in the quality of life. TRI works closely developing and implementing solutions with rural communities, government at different levels and businesses.

TRI deeply values diversity, drawing professionals from various backgrounds and disciplines fostering inclusive and enriching workplace culture. Work at TRI offers opportunities for professional development providing each colleague support to enhance their skills and career trajectories. TRI provides a platform to contribute meaningfully to societal change while aligning with one's career goals.

Aspirant to staff position in TRI

An aspirant to a staff position in TRI, is a passionate individual with job-fit skills and can-do spirit. She understands and respects the diverse cultural context of India and displays sensitivity towards the socio-economic and culture realities of the communities TRI serves. Required technical proficiency and skills that are central to the role's responsibilities is transparently assessed. Adaptability to work in challenging conditions and a strong aptitude to work collaboratively in teams in interdisciplinary setting is given requirement.



Job Overview

As an Officer - Assurances, you are a key team member of the Central Support Unit (CSU). Your responsibilities, while indicative and not exhaustive, include:

- Implementing the personnel and human resource development policies and procedures uniformly across the organisation. Manage and maintain personnel documentation, records, and databases; ensuring accuracy, confidentiality and protection of internal data and fidelity of approved processes including updating in organisation's personnel software.
- Support payroll processing on a monthly basis and ensure that all statutory compliances and deductions have been taken into consideration.
- Assist in bringing new staff, implementation of induction and on-going professional training at different stages.
- Periodically prepare reports and analysis for management review.
- Any other activities and responsibilities as required by the organisation.

This role is crucial for ensuring the administrative efficiency of our organization and critically supports our mission to transform rural communities.

Qualification & Experience:

- Bachelor's degree in Business Administration/Human Resources Management or its equivalent. Diploma/specialised certificate in Human Resource Management (HRM) from recognised professional institution will also be accepted.
- Minimum 3 years of relevant work experience. Experience of working in development/social sectors including government agencies with multiple offices will be preferred.
- Good communication skills, both verbal and writing skills is required.
- Proficiency of managing software application and use of tools like Google workspace, MS Office, Excel, and PowerPoint is required.

How to apply?

We welcome you to join TRI's growing network of practitioners and experts. The Central Support Unit (CSU) plays a crucial role in supporting operations across multiple locations by providing essential services in Human Resources, Finance and Accounts. CSU enables the organisation to efficiently manage its resources, talent and financial operations, thereby facilitating the organization's mission to deliver sustainable and effective programmes.

If you are a passionate HR professional meeting our eligibility criteria and looking to make a meaningful impact, we would love to hear from you. TRI matches compensation competitively in the sector to draw best talent.

To apply, kindly visit www.trif.in/careers

The deadline for submission of application is 22 May 2024. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest. Only shortlisted candidates will be contacted and invited for next steps.

We are an equal opportunity organization. We encourage people from marginalized backgrounds to apply, particularly women who have taken breaks for lifecycle changes. Job offer made will be subject to a self-disclosure, satisfactory clearance and satisfactory verification of qualifications and work history.

**Thank you for your valuable
time and showing your interest
in working with us!**

