# tri
**Transform Rural India**

# JOIN OUR YOUNG
# HIGH IMPACT TEAM

*People with Purpose, Powering Change*

## POSITION: OFFICER HR

| | |
|---|---|
| Division/Corporate Office: | **Assurances** |
| 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.

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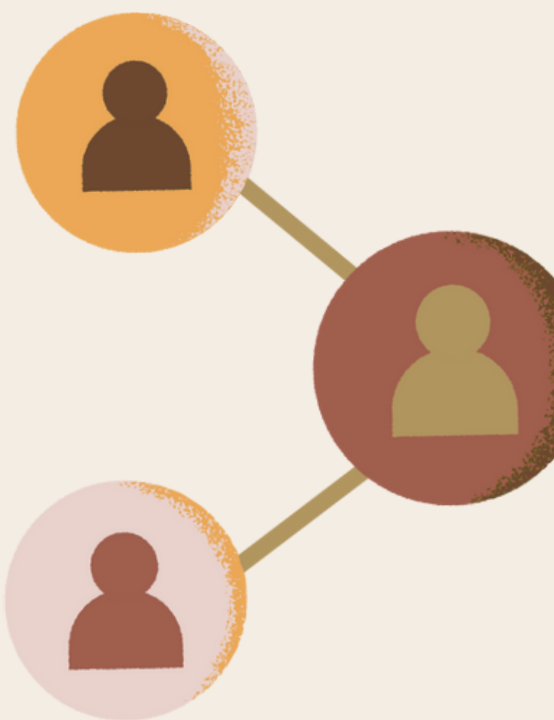
## Aspirant to Staff Position in TRI

An aspirant to the TRI-family, is a person passionate to change the status-quo with relevant skill sets to impact at scale. She understands and respects the diverse cultural context of India and displays sensitivity towards the socio-economic and culture realities of the communities TRI works with. She possesses required technical proficiency, skills and influencing abilities that are central to the role. Agility and adaptability in challenging conditions and a strong aptitude to work collaboratively in teams and with diverse stakeholders is required.

## Job Overview

We are seeking a HR professional with expertise in HRMS (Human Resource Management System) and strong data analysis capabilities. This role will be responsible for utilizing HR analytics to analyse HR data, generate reports, and provide insights that support strategic decision-making. The ideal candidate will have an understanding of HR information systems and a passion for leveraging data to improve HR operations. S/he will support the Human Resources team in managing HR operations, ensuring compliance with employment laws, policies, and procedures, and promoting a high standard of operational efficiency and risk management within HR processes. This role will involve compliance checks and the application of HR best practices to ensure that HR functions are aligned with organizational goals and regulatory requirements.

Your responsibilities, while indicative and not exhaustive, include:

- Maintain the HRMS platform to ensure data accuracy, system updates, and smooth operation. Analyse HR data identify trends and insights. Create ad-hoc reports based on specific requirements. Use statistical tools and techniques to perform predictive analytics for HR trends and track key HR metrics (headcount, turnover rates, recruitment efficiency, etc.) and make data-driven recommendations for improvements, calculate HR metrics, build HR dashboards.
- Monitor data to identify gaps and recommend process improvements through system automation. Ensure the accuracy, integrity, and confidentiality of HR data within the HRMS.
- Assist with day-to-day HR administration, such as preparing employment contracts and processing HR-related documentation.

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- 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.
- Assist in orienting new staff, support in 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 2 years of work experience in HR Analytics, HRMS administration is desirable. Freshers can also apply
- Knowledge of HR management, HR best practices, with a focus on compliances or assurances
- Knowledge of all the essential Excel formulas required for HR Analytics
- Ability to work independently and as part of a team
- Strong analytical thinking and problem-solving skills and ability to handle confidential information
- Familiarity with HR software and Microsoft Office Suite
- Knowledge of HRMS software, HRIS systems, data analysis tools and techniques
- Ability to design, implement, and analyse reports
- Detail-oriented, organized, and capable of managing multiple tasks simultaneously
- 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

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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 and 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 11 June 2025.** 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.