



Position: Recruitment Specialist
Location: New Delhi
Organisation: Pahle India Foundation (PIF)
Position Type: Full-time

About Pahle India Foundation

Pahlé India Foundation (PIF) is a public policy think-and-action tank working at the intersection of research, policy implementation, and partnerships to advance India's inclusive development agenda. PIF collaborates with government, industry, philanthropy, and knowledge partners to design evidence-based solutions aligned with the vision of a Viksit Bharat. For more information, click the [link](#)

The Foundation works across diverse sectors including economic development, governance, labour markets, gender inclusion, and public policy research. Through rigorous analysis and strategic partnerships, PIF aims to strengthen evidence-based policymaking in India.

Role Overview

PIF is seeking a motivated and detail-oriented Recruitment Specialist to support talent acquisition and hiring operations across the organisation. The role involves managing end-to-end recruitment processes, sourcing quality candidates, coordinating with hiring teams, and ensuring a seamless candidate experience.

The candidate will work closely with department heads and leadership teams to attract talented professionals aligned with PIF's mission and organisational culture. This role offers an opportunity to build expertise in recruitment and HR operations within a dynamic policy research environment.

Key Responsibilities

Talent Sourcing & Recruitment Management

- Source candidates through job portals, LinkedIn, professional networks, referrals, and campus outreach initiatives.
- Manage end-to-end recruitment processes including job posting, screening, scheduling interviews, and coordinating offer rollouts.
- Build and maintain talent pipelines for research, operations, communications, and project-based roles.
- Conduct preliminary screening calls and assess candidate suitability against role requirements.



- Coordinate multi-stage interviews with internal stakeholders and external experts where required.
- Ensure timely communication and a positive experience for candidates throughout the hiring cycle.

Stakeholder Coordination & Hiring Support

- Work closely with vertical leads to understand recruitment needs and role expectations.
- Draft and update job descriptions in coordination with department teams.
- Maintain recruitment trackers, hiring dashboards, and status reports for leadership review.
- Support recruitment planning for ongoing and upcoming projects.
- Coordinate with external recruitment consultants and agencies when required.

Onboarding & HR Documentation

- Support onboarding processes including document collection, verification, and joining formalities.
- Prepare offer letters, appointment letters, consultancy agreements, and related HR documentation.
- Coordinate with administration and IT teams to facilitate smooth onboarding of new hires.
- Maintain employee records and recruitment databases with accuracy and confidentiality.

Employer Branding & HR Operations

- Support employer branding initiatives through LinkedIn posts, recruitment campaigns, and outreach activities.
- Assist in organizing campus engagements, career fairs, and networking events.
- Contribute to HR policy documentation and process improvement initiatives.
- Prepare recruitment MIS reports and analytics to support workforce planning.

Qualifications & Experience

- Bachelor's degree in Human Resources, Business Administration, Social Sciences, or related disciplines.
- 0–2 years of experience in recruitment, talent acquisition, or HR operations.
- Familiarity with recruitment platforms such as LinkedIn, Naukri, Indeed, or similar portals.
- Strong communication and interpersonal skills in English and Hindi.
- Proficiency in MS Office applications including Excel, Word, and PowerPoint.

Preferred Qualifications

- Master's degree / MBA / PGDM in Human Resources or related field.



- Experience or internship exposure in NGOs, think tanks, research institutions, or development sector organisations.
- Familiarity with Applicant Tracking Systems (ATS) or HRMS platforms.
- Understanding of labour laws and HR compliance processes.

Skills & Competencies

- Talent sourcing and candidate engagement
- Interview coordination and stakeholder management
- Recruitment lifecycle management
- HR documentation and onboarding support
- Strong communication and interpersonal abilities
- Attention to detail and organisational skills
- Ability to manage multiple hiring processes simultaneously
- Professionalism, confidentiality, and team collaboration

What We Offer

- Opportunity to work in a leading public policy and research organisation.
- Exposure to multidisciplinary hiring across policy, research, operations, and communications functions.
- Collaborative and intellectually stimulating work environment.
- Learning and growth opportunities within HR and organisational development.
- Competitive compensation aligned with experience and sector standards.

Application Process

Interested candidates may submit:

- Updated Resume / CV
- Brief Cover Letter explaining interest in the role

Email: recruitment@pahleindia.org

Subject Line: Application – Recruitment Specialist | [Your Name]

Only shortlisted candidates will be contacted for further rounds.

Pahle India Foundation is an equal opportunity employer and encourages applications from all qualified individuals irrespective of gender, caste, religion, or disability.