JOB DESCRIPTION
Manager- People & Org development

Position Title	Manager- People & Org development
Organisation	Pahlé India Foundation (PIF)
Location	New Delhi
Employment Type	Full-time
Experience Required	6–8 years

About Pahlé India Foundation

Pahlé India Foundation (PIF) is a leading public policy think-and-action tank that works at the intersection of research, policy implementation, and partnerships to drive India's inclusive development agenda. PIF collaborates with government, industry, philanthropy, and knowledge partners to design evidence-based solutions that foster a Viksit Bharat.

Role Summary

This role has three main focus areas:
(1) Talent acquisition and onboarding: running end-to-end recruitment across research, partnerships, communications and operations roles, and making sure new hires join and settle in smoothly.
(2) HR operations and compliance: managing HR systems, attendance and leave, payroll inputs, HR policies and statutory compliance, including POSH.
(3) Performance, engagement and culture: managing appraisal cycles, coordinating learning and development, handling employee concerns fairly and supporting a healthy, mission-driven workplace.

The role requires a hands-on HR professional who can run day-to-day HR operations independently and work closely with senior leadership and vertical heads.

Key Responsibilities (KRAs)

- **End-to-end recruitment,** including working with vertical heads on hiring needs, preparing job descriptions, screening candidates, running structured interviews and improving hiring turnaround time and quality. (Competency: Talent Acquisition & Onboarding)
- **Onboarding and induction,** including offer letters, joining documentation and induction, and supporting probation, confirmation and role transitions in line with HR policy. (Competency: Talent Acquisition & Onboarding)

- **HR systems and workforce reporting,** including managing the HRMS (Keka), keeping employee data accurate, and producing regular reports on hiring, attrition and attendance. (Competency: HR Operations & Data Systems)
- **Attendance, leave and payroll coordination,** including monitoring attendance, leave and work-from-home records and sharing verified monthly inputs with the Finance team for payroll and benefits. (Competency: HR Operations & Data Systems)
- **HR policies and statutory compliance,** including implementing and updating HR policies, ensuring compliance with labour laws, POSH and contract requirements, and supporting audits. (Competency: HR Operations & Data Systems)
- **Performance management,** running appraisal cycles end to end: maintaining KRA and appraisal tools, facilitating review discussions with managers and identifying skill gaps. (Competency: Performance Management & Learning and Development)
- **Learning and development,** including planning and coordinating targeted training programmes based on identified skill gaps, and tracking participation and outcomes. (Competency: Performance Management & Learning and Development)
- **Employee relations and engagement,** including designing engagement initiatives based on staff feedback, investigating concerns, facilitating conflict resolution and flagging morale or retention risks. (Competency: Employee Relations & Engagement)
- **Organisational culture,** including leading difficult conversations when needed and promoting respectful communication, accountability and alignment with PIF's values. (Competency: Organisation Culture)

Educational Qualification

- MBA or postgraduate degree in Human Resource Management, Psychology, Sociology or a related field.

Experience

- 6–8 years of experience in human resources, with hands-on experience across recruitment, HR operations, performance management and employee relations.
- Experience in a think tank, research institution, NGO, consulting firm or similar knowledge organisation preferred.
- Experience handling statutory compliance, including POSH, and supporting HR audits.

Technical Skills

- Working knowledge of Indian labour laws, POSH requirements and employment contracts.
- Experience with HRMS platforms (e.g. Keka) and payroll and benefits coordination.
- Good working knowledge of Excel and Google Workspace for HR data and reporting.
- Uses AI tools independently to improve the speed and quality of HR work, and validates outputs critically.

Other Attributes

- Handles sensitive and confidential matters with fairness, discretion and sound judgement.
- Manages own work with minimal oversight, tracks deadlines and raises issues proactively.
- Strong interpersonal and communication skills; comfortable working with senior leadership and staff at every level.
- Organised and process-driven, with a focus on improving how HR works.

How to Apply

Interested candidates may apply on Linkedin or share their updated resume at recruitment@pahleindia.org with the subject line “Application –Manager- People & Org development”.