Water Sanitation and Hygiene Institute (WASH Institute) established during the year 2008 in Kodaikanal, is a registered non-profit government technical, training, research and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation and hygiene issues in India.

Over the years, WASH Institute has carved its niche in the field of Water, Sanitation and Hygiene as an expert through its quality training programs, Technical Assistance programs to the Government of India, grassroots programs, and research & advocacy. WASH Institute also has an academic wing that conducts formal courses at Reddiarchatram, Tamil Nadu in affiliation with the Madurai Kamaraj University. The Institute has a proven record of accomplishment in organizing National Workshops/conferences on various themes of Water, Sanitation and Hygiene. WASH Institute is currently operating from different branch offices that are located in Reddiarchatram, Chennai, Madurai, Thiruppullani and Viralimalai (Tamil Nadu), Munger (Bihar), West Bengal, Bhadradari Kothagudem (Telangana), Noida and Saharanpur (Uttar Pradesh), Malur (Karnataka), East Godavari district (Andhra Pradesh), Hindaun (Rajasthan), and New Delhi.

WASH Institute is looking to recruit motivated personnel to share the vision of WASH Institute – “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

<table>
<thead>
<tr>
<th>Name of the position</th>
<th>HR and Admin Officer</th>
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<tbody>
<tr>
<td>No. of positions</td>
<td>1 (Preference will be given to female candidates)</td>
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<tr>
<td>Duty Station</td>
<td>Delhi</td>
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<tr>
<td>Desired Qualification</td>
<td>MBA or PGDM or equivalent degree specialized in Human Resource with a minimum of 5 years to 8 years with relevant experience.</td>
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**Job Profile**
This position is responsible for ensuring coordination of various human resource functions, which includes recruitment, Staffing and other HR related administration.

**Key Roles and Responsibilities**

- Assist in developing job descriptions for the vacant positions and post them on different job portals.
- Screening application including taking initial round of Interview, scheduling interviews with the candidates and work closely with the Interview Panel to close out the recruitment process, including managing the offer process.
- Responsible for on boarding and Induction process for new joinees
- Coordinate all joining and exit formalities according to organisational policies and procedures.
• Maintain HR staff Database.
• Maintain and update the SARAL Software with staff details for salary processing, issuing of salary slips, updation for data with regards to PF and ESI etc. as required or as advised by the Finance Manager.
• Maintain physical hard copy of HR Staff files - project specific at the office.
• Ensure the leave register for all the staff are maintained both at Delhi office and at Project locations. Along with the Admin, compile the data of the leave register and update the same to the Finance Department and the Executive Director as required.
• Ensure proper attendance/timesheet are maintained for all staff members especially for those staff stationed at Delhi and Bengaluru.
• Assist the Executive Director on staff annual performance appraisal process.
• Ensure all the staff are covered under the Group Medical Insurance provided by WASH Institute and single handily coordinate as required.
• Ensure Accidental Insurance coverage for all the staff members are in place and proper records are maintained in support from the Admin.
• Assist the Finance Manager/Executive Director in developing/regular updating of the HR Manual.
• Coordinate the finalization of the In-house training calendar.
• Assist the Finance Manager with project specific audit as and when required.
• Deal with employee requests regarding human resources issues.
• Assist the Finance Manager on Office Administration.
• Undertaking any other Admin, HR and other program related activities as per the direction of the Finance Manager/Executive Director.

Desired Knowledge and Skills

• Excellent communication and writing skills.
• Initiative to work with minimal supervision
• Ability to Implement and learn new skills and concepts quickly.
• Problem solving skills and deductive reasoning abilities.
• Excellent time management skills.
• Ability to manage multiple tasks and response quickly.
• Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, cloud computing and applications.
• High personal and professional integrity

Languages
Sound knowledge of speaking, reading and writing in English is mandatory. Preference shall be given to candidates with proficiencies in additional Indian languages.

Salary Package
The annual Salary (CTC) will commensurate with the available skills and fitment of the incumbent as per the selection process.

How to Apply
Please submit your recent curriculum vitae, including up to a 250 words summary explaining why you think you are suitable for this position. Application can be e-mailed to the following address: careers@washinstitute.org
The last date to submit the resume is 15th February, 2022. Only shortlisted candidates will be contacted. When e-mailing, please mention the post and location in the “subject” line.

Please don’t wait till the end date of the advertisement to share your cv, as the screening process is to be closed on urgent basis.

WASH Institute is an equal opportunity employer and women candidates are encouraged to apply. WASH Institute has zero tolerance for any forms of Sexual exploitation and abuse at work place. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, disability, religion, nationality, ethnicity, health and disability.