



If you are excited by the possibilities of
near-term impact
working close to the field
working on an emergent program design
Then apply with **complete resume and a covering letter**
recruit@gubbachi.org.in

Gubbachi Learning Community is looking for an **HR Lead** to enhance employee recruitment, engagement and retention in **Bengaluru**.

About Gubbachi

Gubbachi is a not for profit organization working on

- developing strong foundational learning of 1300+ underserved migrant children across 9 Government schools and 3 bridge learning centers; and
- empowering 18,380 families across 30 migrant communities for identity documentation, financial, social and health access.
- Gubbachi is backed by Institutional Donors and Corporates for its multi year programmes.

To learn more about us, visit <https://www.gubbachi.org.in/about-us>

About the Role

Role: HR Lead

Type: Full Time

Location: Bengaluru (Sarjapur Road)

Reporting to: Operations Lead

Date of Joining: Immediate

Remuneration: Commensurate with experience

The selected person will be supporting **growth by employee hiring, retention & engagement**. The person will act as a **Key Advisor to the Board of Directors on Human Resource Management**. The Go-To person for all Human Resources related areas for effective support, guidance and implementation of processes.

We are expecting the person to have

- **8-10 plus years** of experience, includes hands-on experience in end to end HR functions The experience must include at least 3 years in HR leadership role building the team and leading the department
- Strong communication and interpersonal skills with knowledge of **English, Kannada, and Hindi**.
- **Networking skills** with peers in Social Sector to understand the challenges and steering the organization
- **High Proficiency** in tools like Google Sheets, doc and slides
- Comfort in working with **diverse stakeholders**
- A **skilled facilitator**, able to navigate tough conversations with senior stakeholders
- The **agility** to develop employee relationships by visiting various centers located in Bengaluru.

Key Responsibilities include (but not limited to)

- Develop and implement relevant **compensation & benefit policies and procedures** as per the company's philosophy and competitive practices.
- Develop **promotion and retention strategies** for existing employees
- Participation in Social Sector's **compensation surveys** and analyse findings to add value to the company's strategic plan.

- **Monitor the effectiveness** of policies, guidelines and procedures
- Assuring all **legal compliance** related to personnel.
- Analyze existing HR processes and identify inefficiencies, recommend & implement process improvements, reduce costs, and ensure compliance with HR policies and regulations in areas of
 - recruitment
 - Onboarding of employees
 - Payroll management
 - Documentation & record keeping and maintenance
 - Employee engagement
 - Policy review, create and implement
 - Off boarding
- Develop/ improve on **MIS** relating to Human Resources for proper decision making.

Beliefs and Attitude

- Perseverance, process adherence, detail oriented, energetic, self-motivated, independent.
- Values **collaborative** ways of working, both within teams and external stakeholders.
- Ability to **critically appraise** on-ground situations, plan and respond appropriately.

Qualifications

- Suitable degree in human resources or related (essential).
 - Ability to work effectively in a multicultural and diverse environment.
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