

JOB DESCRIPTION

Job Vacancy: Human Resource Officer

Name of the Organization: EKAM Foundation

Project: Partnership for improving service delivery and human resource infrastructure for strengthening primary health care in West Singhbhum, Jharkhand

Funding Partner: UNICEF, Jharkhand

Location: West Singhbhum District, Jharkhand State

Project Initiation Date: 1st March 2022

Reporting to: Program Manager

About Ekam Foundation

Ekam foundation is an NGO actively working for the last 12 years in ensuring quality healthcare to the underprivileged children and mothers in India and facilitating their holistic well-being. The foundation was started on the basic premise that no child and individual should be denied the right to healthcare. Our programs bridge the gap between the public health center's/hospitals and community by making quality healthcare accessible to every person in the community.

Brief Description about the project

The ability of a facility to provide quality health services depends largely on the availability, knowledge, skills, motivation and deployment of the people responsible for organizing and delivering health services. Jharkhand is perennially a human resource deficient state and health is no exception. Similarly, gaps in availability of essential equipment were observed in the district at different level of health facilities. This project aims to provide technical assistance and support to the district administration for hiring of required HR and also support in formulating policy for attracting human resource especially doctors and staff nurses, rationalization of human resource, task shifting, creation of midwifery cadre, public private collaboration. It also aims to develop a model for equipment and supplies procurement such that all critical equipment are available at health facility level to provide efficient and quality health services.

Roles and Responsibilities:

- Provide support to district for strengthening the human resource as per plan and gap analysis
- Provide support in finding the qualified candidates for vacant respective job positions in the government hospital.
- Ensure that accurate job descriptions for respective positions are in place
- Contribute to the human resource management and employment for smooth functioning of a medical facility.
- Review large number of resumes or curriculum vitae
- Research for job fairs, job seminars and involve in cold calling, referral recruiting, etc., to get the right candidate.
- Screen each resume carefully to shortlist the appropriate ones, based on the professional and personal credentials.
- Manage interviews on telephones or personal meetings to figure out the matched qualities, before processing it to the hiring manager or key interview panel.
- Assist in arranging face-to-face interviews with higher management.

- Assist in recognizing the key skills and competencies of the candidate to make the final selection of the candidate.
- Negotiate and decide the cost/salary of the employee in consultation with the higher management.
- Check the background of candidates followed by employment reference checking.
- Carry out pre-employment tests as and when required
- Report to the manager on the status of the interview and selection process.
- Maintain the recruited staff database and verified documents
- Maintain and document the monthly attendance, leave application, and daily log for each staff member.
- Organize staff training sessions, workshops and activities as and when required.
- Work according to the rules, regulations and recruitment strategies
- Conduct exit interviews and handover process
- Suggest new approaches towards developing better recruitment policies.
- Arrange several marketing initiatives in advertising job vacancies through job sites, company websites, newspaper, job vacancy journals, etc.
- Prepare and advertise for staff vacant positions as and when required
- Monitor the need for new employees for a particular post.
- Be aware of the healthcare job market trends.
- Analyze and review the effectiveness of the selected candidates and take corrective steps if goals are not met
- Monitor the monthly progress and requirements for the project.
- Prepare monthly report on the progress status of staff recruited
- Coordinate with District Administration and DDHS as and when required on the project progress.
- Any other responsibilities, as assigned by the organization from time to time.

Qualification and Essential Skills

- Master's degree in human resource, business administration, or the related fields
- Minimum 2 years work experience in the health sector and recruiting staff for government hospitals.
- Excellent knowledge of human resource development and management
- Excellent organizational skills
- Proficiency in operating computers and MS Office package
- Strong oral and written communication skills in Hindi and English
- Excellent interpersonal skills
- Creative skills and ability in planning, implementation and monitoring programs
- Ability to meet deadlines and targets
- Ability to understand, analyze people, and address development related issues
- Well organized, detail oriented and confident personality
- Ability to work with a diverse group and settings

Age Limit: Upper Limit 40 years as on last date for receiving application and having sound health to undertake extensive field visits

Remuneration: Based on the Qualification and Experience.

Applicants are encouraged to apply for the job along with the resume and cover letter with the subject: **“UNICEF Jharkhand Project – Human Resource Officer”** at the earliest as project is initiating on **1st March 2021** at “Email ID” programmanager@ekamoneness.org