

**Position: Human Resources Executive**

**Location: New Delhi**

Job Profile	Qualification & Experience
<ul style="list-style-type: none"> <li>• Assist in the designing of HR systems for Authority, such as Performance Appraisal, Compensation &amp; Benefits, Variable Pay, Career and Succession Planning etc.</li> <li>• Assist in development of various employee policies as part of a HR Policy Manual</li> <li>• Assist in arriving at the annual HR budget for Authority and manage the activities centered around the policies outlined in the manual</li> <li>• Ensure that responses to queries and complaints of critical nature from employees are provided in order to ensure timely and effective grievance redressal</li> <li>• Ensure effective communication of HR System and Policies and consistent application across levels and locations</li> <li>• Assist in ensuring all necessary statutory and regulatory compliances</li> <li>• Assist in automation of manual HR processes</li> <li>• Recruitment of required resources</li> </ul>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>• MBA / PGD in HR/ PM&amp;IR from a reputed institute</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 – 5 years of experience in diverse HR roles and some experience in HR Generalist role</li> <li>• Proficient in MS Office</li> </ul>

Please send your resume to [positions\\_uid@nisg.org](mailto:positions_uid@nisg.org) by 21<sup>th</sup> January, 2010.

**Note:** Employees from Government/Public Sector Organizations with previous experience in handling e-Governance initiatives at the National or State level are encouraged to apply