

**Position: Manager (Human Resources)**

**Location: New Delhi**

Job Profile	Qualification & Experience
<ul style="list-style-type: none"> <li>• Design and monitor implementation of HR systems for UIDAI, such as Performance Appraisal, Compensation &amp; Benefits, Career and Succession Planning etc.</li> <li>• Support and assist the recruitment planning for employees across the organization</li> <li>• Overlook design of all HR policies and ensure implementation of and compliance to the same</li> <li>• Provide inputs towards planning and developing of HR budget</li> <li>• Monitor and control the HR budget utilization</li> <li>• Work in close coordination with the Authority to capture key expectations from the human resources function and provide efficient service and support to them</li> <li>• Setup processes for handling employee issues and grievances</li> <li>• Ensure effective communication of HR System and Policies and consistent application across levels and locations</li> <li>• Ensure statutory and regulatory compliances are adhered consistently</li> <li>• Work towards progressive automation of manual HR processes</li> <li>• Plan, lead and fulfil any recruitment needs</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>• 5-10 years of experience in diverse HR roles and Minimum 4/5 years of experience in the role of HR Generalist</li> <li>• Experience of working in a government set up desirable</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