

NOCCi Balasore Infrastructure Company

JOB DESCRIPTION: Manager- HR & Administration

1. Background

The NOCCi Balasore Infrastructure Co is a company incorporated under sec 25 of Indian Co Act, as a Special Purpose Vehicle (SPV) to undertake creation & operation of world class common infrastructure under PPP mode for helping industries improve their efficiency & attract new investment to Balasore. For more details please visit our website: www.nocci.in

2. Job Purpose

Working directly under the GM cum CFO the incumbent will responsible for all issues relating to human resource management, human resource development, training and general administration and security matters and will be responsible for overall planning, management, coordination, implementation and optimal utilization of human resources of NOCCi Balasore Infrastructure Company

3. Methodology, reporting and working relationships

The **Manager- HR & Administration** will be based in the Co HQ at Balasore and report to the GM cum CFO who would provide professional guidance, receive agreed reports on outcomes on regular intervals, and approve leave.

He would be responsible for managing the day to day administrative affairs of the Company, constantly engaging & motivating the smart team, apart from looking after good liaison with the government & other agencies, for smooth operation of the Company.

4. Outputs and deliverables

The **Manager- HR & Administration** will be responsible for the following outcomes and deliverables:

- a) Efficient and effective management of the human resource of the Company.
- b) Study the organizations requirement carefully, research and develop job descriptions and assist management in short listing candidates for interview
- c) Help management in performance management and appraisal and assist in development of KPAs/KRAs for efficient appraisal of employees
- d) Good relationship & liaison with government & other agencies for smooth operation of the Co affairs.
- e) Assess training needs of all employees and arrange regular programs for training & development of employees and under-trainees (Skill Developments).
- f) Handle matters concerning administration, attendance, leave, travels, and employees' benefits and ensure compliance of labour law and social security related issues

- g) Devise and handle grievance redress mechanism.
- h) Manage HR related statutory matters & legal issues.
- i) Manage vehicles, guest treatment and security matters of the company.

5. Required qualifications, skills and experience

Essential

- a) Post-graduate qualification in HR/Personnel Management from a recognised University/Institute
- b) 10 years of relevant professional experience or equivalent combination of relevant education and experience in the provision of human resource management and development in any organisation of repute;
- c) Demonstrated capacity to work dynamically with management in policy and procedure development and the ability to influence key stakeholders and work smartly to build solid working relationships with them;
- d) Substantive experience in performance appraisal, monitoring and evaluation of team members;
- e) Practical knowledge of matters relating to human resources management and development frameworks, policies and practices including implementation of statutory provisions of labour and social security legislations;
- f) Proven ability to plan, prioritize and organize work to achieve goals and meet deadlines, including dealing with competing demands and managing multiple tasks;
- g) Demonstrated high level cross-cultural, interpersonal, written and oral communication skills;
- h) Demonstrated ability to work effectively as part of a team to deliver results on time;
- i) Experience of handling recruitments, counselling and exit interviews;
- j) Relevant computer skills in Microsoft Office programs and internationally accepted software packages.

Desirable

Other Skills and Competencies

- a) Progressively responsible experience in human resources management or related field in private /public sector;
- b) Very good knowledge and experience in job analysis, job description and developing criteria for positions;

- c) Very computer skills with ability for desk research and utilize findings in developing job descriptions;
- d) Expert knowledge of theory and practice in HRM and organization design;
- e) General knowledge of various employments laws and practices preferably in public sector;
- f) Good knowledge of developing contracts for employees;
- g) Strong training needs analysis skills and knowledge of training for adults;
- h) Excellent organizational management skills;
- i) Ability to work well individually and in a team;
- j) Quick thinking with the ability to work effectively under pressure and to manage several projects at once;
- k) Capability to oversee all administrative activities of the campus, ensuring that all work processes are maximized for efficiency;

6. Salary

There will be no constraint of salary for the deserving candidates and will be the best as per industry standard.

Please send CV to jobs@nocci.in mentioning the post applied for in subject line.

**NOCCi Balasore Infrastructure Company
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