



CMCA is an equal opportunity employer and is committed to creating an equitable, inclusive, and diverse work environment.

JOB DESCRIPTION

Position Title:	HR Manager	
Function :	Human Resources	
Level	Asst Mgr (M1)/ Mgr (M2)	
Position Reports to:	HR Consultant / CEO	
Supervises	Associate HR	
Location:	Bangalore	
<p>Purpose: <i>The HR Manager will be primarily responsible for implementing day to day operations of all HR processes and programs and managing employee relations across CMCA locations in India. The role covers all aspects of HR including recruitment, employee database management, engagement initiatives, training coordination, annual performance mgmt process etc. This position is accountable for ensuring that HR practices are forward looking and aligned to the emerging needs of the organization.</i></p>		
Key Responsibility Areas (KRA)		
KRA	Description	Performance Indicators
Strategic and Annual planning and review	<ul style="list-style-type: none"> Understand the strategic direction of the organization and assess human resource impact Contribute to developing a strategic direction for the domain along with the HR Consultant Develop the annual domain plan aligned to the organization's annual plans with the support of the HR consultant Plan deliverables on a periodic basis, assign to team members Track, monitor and review progress on a regular basis. 	<ul style="list-style-type: none"> Performance management and accountability as per CMCA systems: <ul style="list-style-type: none"> Annual Plan submission Midterm review of annual plan Monthly individual plan submissions by team to lead Annual Review of Domain Plan Timeliness and quality of reporting



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<p>Organization Development and Culture Building</p>	<ul style="list-style-type: none"> • Work with HR consultant and CEO to assess the ways in which culture needs to be shaped to align with organization strategy and intent • Work with HR consultant, CEO and other leadership to emphasize organization values, principles and core competencies • Maintain a pulse of the organization, seeking continuous feedback to assess aspects that are incongruent with existing culture and find ways to address such gaps working closely with leadership 	<ul style="list-style-type: none"> • Proactiveness in identifying areas that require attention • Quality of efforts in the area
<p>Plan, implement, monitor and ensure all HR service delivery across the employee life cycle</p>	<ul style="list-style-type: none"> • Ensure resource needs are met in a timely manner (<i>employees and domain consultants</i>) • Plan and coordinate pre-joining, onboarding, induction and probation formalities • Plan and manage continuous Employee engagement • Review and revise policies as needed and ensure communication, acknowledgements and accurate implementation • Implement Performance and Career Mgmt. processes and develop internal capability to improve quality • Identify Training & Development needs and implement solutions as appropriate • Ensure exit processes are completed, documented and analyzed • Collate, review, analyze and present HR metrics on a regular basis 	<ul style="list-style-type: none"> • Timely completion of each process • Continuous improvement in processes • Quality and rigour of outcomes • Process adherence, documentation and tracker maintenance • Employee feedback
<p>Capacity Building (<i>for self and team</i>)</p>	<ul style="list-style-type: none"> • Monitor and provide continuous feedback to team member/s • Identify improvement opportunities and guide and counsel them • Obtain feedback on own performance, identify improvement areas and work on self-improvement • Build skills required to improve job performance • Keep updated on workplace and workforce trends within and across industries 	<ul style="list-style-type: none"> • Participation in brainstorming and ideation discussions • Continuous learning and improvement efforts



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Contribute to Organisation Initiatives	<ul style="list-style-type: none"> • Support resource mobilisation efforts • Support organisation initiatives and contribute in management and operational areas as needed (e.g.. participation in events, planning, program support etc.) 	<ul style="list-style-type: none"> • Contribution levels • Sustained effort
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Person Profile:

Education Background	<ul style="list-style-type: none"> • MBA in HR or MSW in HR preferred
Years of experience	<ul style="list-style-type: none"> • 5+ years of relevant experience • Experience covering HR touch points across the employee lifecycle would be essential • Should have had employee facing HR experience (e.g. HR business partner)
Industry Exposure:	<ul style="list-style-type: none"> • Experience in managing distributed workforces of varying profiles would be beneficial
Knowledge/ Skills/ Abilities/	<ul style="list-style-type: none"> • Good grasp of the human resource management theoretical fundamentals with practical application • Good track record in employee engagement would be essential • Good communication skills- English written and verbal • Quick learner • Willing to travel occasionally (typically within Karnataka) • Ability to speak fluently in Kannada/ Tamil/ Hindi would be beneficial