



## Executive – Human Resources

### About Ummeed:

Ummeed is one of India's premier non-profit organizations providing family-centered care to *children with developmental disabilities and their families*. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of *over 90 committed professionals*, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively
- Promote evidence based practices through research and give a platform for the voice of parents and influence policy through advocacy

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals.

Ummeed offers its team members *opportunities to grow professionally and personally*, inculcating and reflecting a strong culture of supervision and mentorship and the *space for continued learning*.

### About the Position:

The Human Resources department is committed to ensure Ummeed continues to be a great place to work and is constantly reinventing its practices to ensure all team members feel supported, engaged and motivated.

The role of the Junior Executive / Executive – Human Resources would be to support the day to day activities undertaken by the HR department including Recruitment, Onboarding, Staff Data Management, Volunteer Management and others.

We are looking for a young enthusiastic individual who is keen to add value to Ummeed's vision and mission, and willing to learn and grow.

### Primary Responsibilities:

- Supporting and managing the recruitment plan of the year which includes creating job description, and activities involved from sourcing to hiring
- Maintaining the recruitment database as well as potential candidate lists in the HR Management System
- Supporting and managing on-boarding and induction of new employees

- Managing the leave management system and tracking attendance data
- Supporting the volunteer, internship and observer program
- Supporting tracking of the professional review process and managing documentation related to the same
- Assist in any other HR responsibility assigned from time to time

**Minimum Qualifications:**

- Graduate or Post Graduate degree (preferable in Human Resources)
- 1 to 2 years' relevant work experience

**Essential Skills Required:**

- Excellent communication skills both written and verbal
- Excellent interpersonal skills and ability to collaborate with diverse teams
- Attention to detail and strong organization skills
- Proficient in MS Office

**Reporting to:** Manager – Human Resources

The above is a full-time position involving 8 hours per day/ 40 hours a week.

We encourage persons with disabilities or parents of children with disabilities to apply.

*Candidates meeting the criteria may email their updated resumes and a writing sample to [careers@ummeed.org](mailto:careers@ummeed.org).*