

## JOB DESCRIPTION

### **Job Title: Senior Manager – Human Resources**

**Location: Bhubaneswar, Odisha**

**Experience: Minimum 7 years in Human Resource Management; prior experience in the social development sector is highly preferred.**

### **About Mahashakti Foundation**

Mahashakti Foundation is a leading organization dedicated to empowering communities, fostering sustainable development, and driving impactful change. With over two decades of experience, we pride ourselves on being a certified **Great Place to Work**, offering an inclusive, dynamic, and purpose-driven work culture.

### **Role Overview**

The Senior Manager – HR will lead the Human Resource function to align with Mahashakti's mission and strategic goals. This role involves managing the entire HR lifecycle, fostering an inclusive workplace, and driving organizational excellence. The candidate will also play a critical role in talent acquisition, employee engagement, compliance, and leadership development.

### **Key Responsibilities**

1. Strategic HR Management: Develop and implement HR strategies aligned with organizational goals and future workforce needs.
2. Talent Acquisition & Onboarding: Oversee the recruitment process, ensuring a smooth onboarding experience for new employees.
3. Employee Engagement: Design initiatives to enhance employee morale, foster belonging, and ensure retention.
4. Training & Development: Identify skill gaps and implement capacity-building programs for staff across levels.
5. Performance Management: Drive the APA (Annual Performance Appraisal) process and recommend improvements to enhance individual and team performance.
6. Policy Implementation: Develop and update HR policies, ensuring compliance with labour laws and organizational values.
7. Leadership Collaboration: Work closely with senior management to address workforce challenges and plan for organizational growth.
8. HR Operations & Analytics: Maintain HR metrics and provide insights for strategic decision-making.

### **Qualifications & Experience**

- Educational Background: MBA degree in HR.
- Experience: Minimum 7 years of HR experience, with at least 3 years in a managerial capacity. Experience in the social development sector is an advantage.
- Skills: Strong knowledge of labour laws, strategic thinking, excellent communication skills, and expertise in HR technology platforms.

### **Why Join Us?**

- Be part of an organization committed to making a lasting impact on underserved communities.
- Work in a certified Great Place to Work environment that values transparency, collaboration, and innovation.
- Access professional development opportunities and contribute to meaningful change.

**To Apply:** Please send your resume and a cover letter to [[headhr@mahashaktiindia.org](mailto:headhr@mahashaktiindia.org), and [hr@mahashaktiindia.org](mailto:hr@mahashaktiindia.org)] with the subject line Senior Manager – HR Application.

*Join us in creating a workplace where purpose meets passion!*