

HEAD OF HUMAN RESOURCES

Job Profile:

The incumbent will be responsible for executing functions related to Human Resource Development, Personnel Policies and Administration.

Job Description

- Compliance with legal provisions under various Labour Laws as applicable
- Handling Industrial Relations viz. maintaining a conducive work environment, negotiations of Charter of Demand and Signing of Memorandum of Understanding with the Unions
- Implementation of Government Policy guidelines on Personnel matters for the management of Public Enterprises
- Liaison with Government / Non-Government bodies
- Devising Policy for Welfare and Administrative Services viz. Transportation, Horticulture, Estate Management, Security, etc.
- Staffing Management/recruitment including reservation Policies as per Government rules
- Formulation of compensation and benefit strategies keeping guidelines for Public Sector Enterprises in mind
- Administration of Performance Management System
- Implementation of Official Language Policy of Government of India
- Implementation of Systems supporting best practices like ISO, TQM, etc.
- Training and Development of employees, career planning
- Handling of various Committee / Sub-Committees of Parliament

Qualification:

A Graduate with Post Graduate Degree or Diploma in Personnel Management / Labour Welfare / Industrial Relations or Master of Social Work / Master of Business Administration with Personnel Management / Industrial Relations / Labour Welfare as an elective subject from a recognized University or Institute of Management. Degree in law will be an added advantage.

Experience :

The candidate should have around 15 years experience in various facets of Human Resource Development / Personnel Management / Industrial Relations with at least ten (10) years of experience at the senior executive level in a large or medium sized Engineering Industry. The candidate should have hands on experience in Organizational Development and should be able to give value-added & practical HR inputs leading to performance/ operational efficiency / staff retention and development

Age :

Preferably below 50 years