

## **TERMS OF REFERENCE / JOB DESCRIPTION FOR OFFICER- HR**

- Job Title:** Officer -Human Resource
- Location:** Dehradun, Uttarakhand with travel to project cities and other places as per the project requirements
- Contract term:** One year with possibility for extension
- Start date:** Immediately
- Responsible to:** Managing Director, Uttarakhand Metro Rail Corporation (UkMRC), Uttarakhand / or any other officer authorized by them.
- Responsible for:** Maintains and enhances the Human resources in the corporation by planning, implementing, and evaluating employee performance, and human resources policies, programs, and practices

**Background:** UkMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

### **Job activities**

- Assist in the recruitments, interviews, tests, and select employees to fill vacant positions.
- Development of HR policies and Develop and maintain a human resource system that meets top management information needs.
- Consult legal counsel to ensure that policies comply with statutory provisions to be followed by the corporation.
- Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments
- Keep records and suggest actions to management of promotions, transfers, performance reviews, and terminations, and employee statistics for reporting.
- Advise management in appropriate resolution of employee relations issues.
- Respond to inquiries regarding policies and procedures.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Administers Employee benefit programs of the corporation and management of all types of leaves etc.
- Prepare budget of human resources operations.
- Represent organization at personnel-related hearings and investigations.

### **Personnel specifications**

- Postgraduate (MBA) in HR management from a recognized university.
- Minimum of 3years human resource experience, preferably in Government Department / PSU.
- Outstanding communication and presentation skills
- High level of interpersonal skills and integrity
- Good team player
- Good knowledge of Hindi and English.