**Appendix-I**

**TERMS OF REFERENCE FOR THE POST OF HR MANAGER, ATAL AMRIT ABHIYAN SOCIETY**

**Position: HR MANAGER**

**Qualification:** MBA-HR from a recognized Institute/University, a law Degree will be preferable

**Experience: Minimum 10 years in related sector**

**Place of Duty:** The normal place of work for the candidate will be the office of AAAS

He/She shall work under the overall guidance and supervision of the CEO,AAASand will be directly responsible for the following tasks:

**Job Purpose:**

Oversee HR process and management of Atal Amrit Abhiyan Society, Assam

**Key Responsibilities:**

1. HR Manager will be the owner of the AAAS HR Manual and HR Policies
2. Responsible for the recruitment process of AAAS Staff
3. Maintain good employee relations/work culture in the Office
4. Monitor & Record attendance and leave of AAAS Staff
5. Responsible for any new HR Policy and should have good legal knowledge on formulation policies
6. Conduct the yearly appraisals of the AAAS employees and calculate the increments of the AAAS Staff
7. Conduct Induction Training for the new joiners and responsible for hand holding them initially
8. Ensure that timely pay roll details are forwarded to the Finance Dept.
9. Coordinate with the different departments of AAA Society in order to resolve any conflict
10. Responsible for overall administration of the AAA Society Office
11. Hold motivational talks for the AAA Staff as per decided intervals
12. Decide on annual events for AAA Society
13. Any other work allotted by CEO,AAAS

**Compensation:** Consolidated pay of Rs. 60,000/- to Rs. 75,000/- per month.