

Post: Sr. Manager/Manager – Human Resources

Nature of Job	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
Employment Terms & Remuneration	Sr. Manager: Scale (Rs.): 67,700-2,08,700* Manager: Scale (Rs.): 56,100-1,77,500* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
Position	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.

Qualification	Post Graduate in HR (Full Time from a reputed and recognised Institute).
Experience	10+ years for Sr. Manager & 8+ years for Manager in HR Operations.

Job Context

The incumbent would be assisting & supporting SCOPE Senior Management team in all matters pertaining to Human Resource Management and administrative matters. The responsibilities would include formulation & administration of HR Policies, efficient performance management & employee services, networking with Public Sector Enterprises on people related issues, labour law matters, representations/ engagements with ILO, DPE, IOE, CIE, Ministry of Labour & Employment, Tripartite Bodies, organising summits & programmes, event & award functions, creating & providing professional expert services by reputed domain experts.

Job Description:

- Formulation, review, implementation of HR Policies, Rules for employees.
- Recruitment, retention and performance management.
- Efficient management of employee services, welfare facilities.
- Support for Board proposals on HR issues.
- Organising of meetings, interaction sessions with PSEs for preparation of approach papers/comments on Labour Laws amendments, modifications. HR Policy guidelines/directives issued by Govt. / regulatory/statutory bodies.
- Co-ordination and preparation of position papers for representation in MoLE, ILO, DPE, IOE, CIE and other tripartite forums.
- Co-ordination and engagements with Pay Revision Committed of DPE.
- Assisting DG and Senior Management Team for representation in autonomous bodies viz. PF Trust, ESIC etc..
- Driving Change management initiatives for building conducive culture superior performance and higher productivity.
- Systematic assessment of trainings/development requirements of SCOPE employees and organisation of programmes/sessions in collaboration with institutes and eminent professionals.
- Support and co-ordination for organising HR Summit, Public Sector Day, major events and Programmes.
- Establishing a Professional services cell by empanelling domain experts from out of working/ superannuated senior officials from PSEs for providing services of member organization.
- Organisation and co-ordination of health, wellness programmes for Public Sector.

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