Associate, HR and Admin

Organization:
FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate, and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on tuberculosis (TB), hepatitis C, COVID-19 and antimicrobial resistance (AMR).

For more information about the organization, please visit http://www.finddx.org/

Location: FIND India office, New Delhi

Job description:
1. Possess a good understanding of requirements, gathering and sourcing avenues
2. Provide support in talent acquisition, ensuring high quality candidates are identified, evaluated, and selected for open positions
3. Collaborate with hiring managers to gain a comprehensive understanding of requirements. Proactively identify, design, refine, and implement hiring needs
4. Support hiring managers in developing job descriptions, evaluate potential profiles, and competency-based interviewing
5. Utilize appropriate assessment techniques to improve the selection process and ensure a focus on evidence-based decision making
6. Suggest and utilize recruitment technologies to track and manage candidate pools, accurately reflecting hiring status
7. Build robust talent pipelines in advance based on future hiring needs and ensure to update and share the data regularly
8. Build third-party relationships with external recruitment agencies and coordinate for recruitment process as and when required
9. Work closely with line manager and provide assistance towards timely closure of the open positions
10. Project and admin related support and coordination
11. Any other task assigned

Experience and qualifications required:
1. Masters Diploma/Programme/Degree in human resources
2. Candidate with professional postgraduate degree and recruitment certification is preferred
3. Minimum of 2–3 years of recruitment experience, including volume hiring
4. Experience with various direct sourcing techniques, including knowledge of job posting and searching through professional platforms such as LinkedIn/Indeed/NGO box, etc.
5. Interpersonal, written, and verbal communication skills
6. Team oriented
7. Willing to travel

Desirable skills/experience:
- Hands-on experience working on human resources (HR) software
- Ability to independently learn the use of various data management softwares would be an added advantage

Nature of appointment:
The selected candidate shall be offered a fixed-term employment contract

Compensation offered:
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history of the selected candidate.

Deadline to send your application: 17 March 2022

Please mail a motivation letter, a detailed resume, and three references to HR-IN@finddx.org. (But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.) Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.