

Position and Vacancies	Consultant – Human Resource & Administration Manager- 1 vacancy
Location	New Delhi
Reporting to	Deputy Lead, FFRC
Apply to	The eligible candidates interested in the position are requested to share their detailed CV, and strengths to fortification@fssai.gov.in
About FFRC	The Food Fortification Resource Centre (FFRC) is a Resource and Support Centre to promote large-scale fortification of food across India. It is a resource hub which provides end to end technical support like information and inputs on standards and food safety, technology and processes, premix and equipment procurement and manufacture, quality assurance and quality control for fortification of foods to States/UTs/Stakeholders/Industry. FFRC's approach is to motivate, nudge and facilitate the food industry to adopt Food Fortification as a norm and assist the States in the on-ground implementation of the fortification project. For more details, please visit https://ffrc.fssai.gov.in/
Job Profile:	<p>Job Description:</p> <p>FFRC is looking for a Human Resources and Administration Manager who, serves in a dual role involving the full spectrum of both human resource management and general administrative management responsibilities in support of overall mission and objectives. The position is responsible for performing HR-related duties in the functional areas of benefit administration, employee relations, recruitment, on boarding, policy implementation, and employment-law compliance. The position is also responsible for administrative and operational duties, grant management, IT oversight and vendor management.</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Grant management and reporting to donors. • Progress reports and Management Committee meeting. • Social media out reach. Planning and executing of campaign. • Coordination with development partners to update on actives done in the states. • Travel planning – the cost and time effective way, negotiating with travel agents, hotels, transporter etc. • Events - Conference, Consultations, Webinars etc. end to end planning and executing (Online/Offline). • Maintains administrative • Maintaining physical and digital personnel records including staff recruitment, orientation, and training employees. • Prepare HR documents, like employment contracts and new hire guides , appraisals and assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules) • Assisting the smooth exit of the employee by creating relieving document. • Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.

	<ul style="list-style-type: none"> • Monitor costs and expenses to assist in budget preparation. • Oversee infrastructure services and maintenance of IT. • Keep abreast with all organizational changes and business developments
Qualification and Experience	<p>Basic Qualifications:</p> <ul style="list-style-type: none"> • Master’s degree in management (Business Administration, HR, Tourism, Hotel etc.) or equivalent degree • 3-7 years of hands-on experience in human resource management and administration. • Working knowledge of administrative and HR procedures • Strong Microsoft Excel skills and solid proficiency in other common office applications <p>Key Competencies</p> <ul style="list-style-type: none"> • Strong understanding of confidentiality as it relates to Human Resources • Written and oral communication skills • Interpersonal skills and customer service orientation • Planning, prioritizing, and organizing • Problem assessment and problem solving
Contract Type and Period	1 year – renewable based on project requirements
Compensation	Compensation package will be commensurate with qualification & experience and last salary drawn (if any)
<p>FFRC is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p>	