

Appointment to the post of Lead - HR & Administration - AFC India Ltd. and AFC Foundation

About AFC

AFC India Ltd. (formerly Agricultural Finance Corporation) is a National level premier multi-disciplinary development organization providing consulting, policy advocacy and implementation support for agriculture, rural development and other strategic socio-economic domains in India. Established way back in the year 1968, AFC is wholly owned by NABARD, Commercial Banks and EXIM Bank. AFC is a deemed Government organization and its accounts are audited by the Comptroller and Auditor General of India (CAG).

About AFC Foundation

AFC Foundation has been set up by AFC India Limited under the Indian Trust Act, 1882 as a non-profit organization to address the multifaceted development challenges of the country. AFC Foundation has been designated as a "Centre of Excellence (CoE)" by the Ministry of Tribal Affairs (MoTA) and acts as the key bridge that facilitates direct community transformation through capacity building and thematic interventions on one hand and informs policies and facilitates market systems change on the other through evidence-based mechanisms.

AFC has recently won formidable and prestigious projects including CBBO mandates from NABARD, NAFED, NCDC and SFAC. It is also rapidly expanding its regional presence across India through own office presence and prestigious assignments in partnership with National Level organizations like APEDA.

As AFC opens up new streams of revenue and brings new professionals on board, it aims to further build a fair, transparent and organization goals linked Human Resource system that can promote healthy competition, efficiency and goal alignment within the team members. AFC in addition to achievement of business goals, also prioritizes building of softer aspects of performance including professionalism, collegiality, work ethics, team work etc. to foster a work environment that is perceived to uphold safety, inclusiveness and diversity. As AFC is progressing on its ambitious growth trajectory it aims to build strong HR systems & processes in place including recruitment planning, talent management, human capital development, performance appraisals and rewards / recognition mechanisms and an inclusive performance driven culture

Towards building a comprehensive and contemporary Human Resource Management System, AFC is looking at onboarding a specialized HR & Admin professional, whose role is detailed further below:

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| Designation | Lead - Human Resources & Admin - AFC India Ltd. and AFC Foundation |
| Eligibility Criteria | <ul style="list-style-type: none"> • Exceptional academic track record with premiere management institutions in India in field of Human Resource Management • At least 10 years of managerial experience with Reputed Indian/ International organizations in Human Resource Management Roles • Experience in all aspects of Human Resource Management including recruitments, remuneration, performance management, employee engagements, managing attrition etc. • Has experience of dealing with regulatory compliances pertaining to Human Resources, Administration and Labour Laws. • This role requires a mix of startup attitude and complex multitasking abilities. • Experience in Development Sector organizations will be a positive. |
| Skills/Competencies/ Credentials | <ul style="list-style-type: none"> • Leadership <ul style="list-style-type: none"> ○ Ability to manage people across layers through direct and indirect supervision / oversight ○ Values integrity, open communication and collegiality ○ Ability to think big and passionate to challenge the existing normal in organizational settings • Organization Management <ul style="list-style-type: none"> ○ Ability to seamlessly introduce new systems and processes within legacy systems and navigate the transition smoothly with key stakeholders ○ Exceptional writing skills and verbal communication abilities • Sectoral Understanding <ul style="list-style-type: none"> ○ Understands the latest developments / best practices in the Human Resource Management space ○ Aware of all the important local laws of the land pertaining to HR / Labor management and regulations. • Managing complexity & Change <ul style="list-style-type: none"> ○ Entrepreneurial mindset and self-directed / autonomous functioning professional (highly desirable) ○ Experience in / Open to work under crunched timelines / demanding stakeholders |
| Roles and Responsibilities | Human Resource Management <ul style="list-style-type: none"> ▪ Introduce policies, systems and processes for recruitments ▪ Review and revamp policies, systems and processes for compensation |

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| | <p>that is aligned to competition</p> <ul style="list-style-type: none"> ▪ Introduce effective performance management systems supported by IT based tools and record management ▪ Facilitate employee engagement and introduce initiatives for employee retention ▪ Plan and manage employee transition and exit ▪ Ensure compliance to all applicable regulatory rules / norms/ guidelines ▪ Build partnerships with Indian and International academic institutes for full time recruitments and internships ▪ Bring transparency, fairness and inclusion to Human Capital Management practices at AFC <p>Administration</p> <ul style="list-style-type: none"> ▪ Introducing relevant and required office management systems and processes that bring in transparency, accountability, early–warning signals and proactively prepare for audits. ▪ Introduce and manage necessary office Recordkeeping including Clear and transparent paper trail is in place for all financial transactions. ▪ Payroll, vendor payments, consultant payments etc. ▪ Office management, bookings and other administrative duties <p>Any other relevant responsibilities</p> |
| Remuneration | Remuneration will commensurate with experience and skill set and would be comparable to the best in the industry. |
| Reporting to | Managing Director, AFC India Limited |
| Posting | AFC Corporate Office, New Delhi |
| Contact person | Mr. A.K. Kalia |
| Designation | Senior Regional Manager, Corporate Office, New Delhi |
| Tel. No. | +9111-45791194, +9111-45791189 |
| How To Apply | Application along with latest CV may be sent by e-mail with the subject “ Lead - HR & Administration - AFC India Ltd. and AFC Foundation ” to afcil.hr@gmail.com |
| Last date of application | 25 th July, 2021 |