

WE'RE HIRING!

ASSOCIATE CONSULTANT (HR & LEGAL)



Eligibility:

- PG in HRM, MBA (HR), and/or LLB/LLM
- 2–3 years of relevant experience
- Knowledge of labour and employment laws, contract law, statutory and regulatory compliance.

Salary : As per industry standards

Last date to apply: 15 July 2026

Maximum Age: 27 years (as on 31.03.2026)

Send your CV and portfolio to: admin@afcindia.org.in,
mdsecretariat@afcindia.org.in

We're Hiring | Associate Consultant (HR & Legal)

We are looking for a motivated professional who can support the organization in building robust HR systems, ensuring statutory and regulatory compliance, strengthening governance frameworks, and providing legal support to management.

Eligibility

- Postgraduate degree in Human Resource Management, MBA (HR), Business Administration, or a related discipline, and/or LLB/LLM from a recognized university.
- 2–3 years of relevant experience in Human Resources, Administration, Legal Advisory, Corporate Governance, or Compliance in a reputed Development Consulting Organization, PSU, Government, or Semi-Government institution.
- Sound knowledge of labour and employment laws, contract law, statutory and regulatory compliance, corporate governance, drafting and vetting of legal documents, contracts, MoUs, service agreements, and policy frameworks.

Key Responsibilities

- Develop and strengthen HR policies, SOPs, employee governance frameworks, and organizational processes.
- Support recruitment, onboarding, performance management, career progression, employee engagement, and workforce planning.
- Ensure compliance with labour laws, the POSH Act, and other employment-related statutory requirements.
- Establish efficient office administration systems, documentation protocols, and record management practices.
- Strengthen transparency, accountability, audit readiness, and institutional governance through effective process controls.
- Draft, review, negotiate, and vet contracts, MoUs, consultancy agreements, vendor agreements, NDAs, and other legal documents.
- Provide legal advice on contractual, employment, regulatory, and corporate governance matters while supporting compliance monitoring, risk mitigation, due diligence, and dispute resolution.

Why Join Us?

Be part of an organization committed to creating sustainable development impact while helping strengthen its people, processes, governance systems, and legal compliance framework. This role offers an excellent opportunity to work closely with senior management and contribute to organizational excellence.

Maximum Age: 27 years (as on 31.03.2026)

Compensation: Salary as per industry standards, commensurate with qualifications and experience.

Last Date to Apply: 15 July 2026

How to Apply:

Interested candidates may submit their resume to admin@afcindia.org.in with a copy to mdsecretariat@afcindia.org.in on or before 15 July 2026.