

Job Title: Operations and HR Manager

Location: Noida

Salary: ₹40,000/month

Organization: UPAY NGO (www.upay.org.in)

Sector: Development Sector, specifically Education

Position Overview:

UPAY NGO is seeking a dynamic and skilled **Operations and HR Manager** to oversee the operations of the organization, ensuring smooth and efficient implementation of projects. The Operations and HR Manager will play a key role in supporting HR operations, communications, outreach, partnerships with colleges and corporate entities, as well as data management and resource allocation.

This position requires an individual with a strong HR background, experience in the development sector (specifically education), and the ability to manage multiple tasks simultaneously. The Operations and HR Manager will be a key player in the growth and impact of UPAY 's initiatives.

Key Responsibilities:

1. Human Resources Management:

- Oversee HR functions such as recruitment, onboarding, and managing employee relations.
- Assist in performance appraisals, staff training, and development programs.
- Maintain employee records, ensuring compliance with labour laws and organizational policies.
- Implement HR best practices to ensure a healthy and productive work environment.

2. Communication and Outreach:

- Develop and implement communication strategies to increase the visibility and impact of UPAY 's work.
- Create content for various communication channels (social media, newsletters, reports).
- Foster relationships with external stakeholders including donors, community members, and media.

3. College and Corporate Partnerships:

- Identify and build strategic partnerships with educational institutions (colleges, universities) and corporate organizations.
- Coordinate joint initiatives, internships, volunteer programs, and CSR activities.
- Track and report on the success of partnerships and manage ongoing relationships.

4. Data Management and Reporting (MIS):

- Maintain and update the organization's Management Information System (MIS).

- Collect, analyse, and report data related to program impact, operations, and HR functions.
- Ensure data accuracy and facilitate the preparation of reports for internal and external stakeholders.

5. Resource Management:

- Oversee the allocation of resources (both human and material) for various programs.
- Assist in budgeting and managing program expenses.
- Ensure that resources are utilized efficiently, and program outcomes are met within specified timelines.

6. General Operations Support:

- Ensure smooth day-to-day operations of UPAY 's programs and initiatives.
- Coordinate with various departments to ensure alignment in the execution of program objectives.
- Assist in the implementation of strategic plans and evaluate operational processes for continuous improvement.

Required Qualifications & Skills:

- **Educational Background:** A degree in Human Resources, Social Work, Education, or a related field. An MBA is a plus.
- **Experience:**
 - Minimum of **2 year** of experience as a full-time professional in the social development or industrial HR field .
 - Strong experience in **HR** and **program management**.
 - Proven experience in managing communications, outreach activities, and partnerships.
 - Knowledge of **MIS** and data management systems.
- **Skills:**
 - Strong communication, interpersonal, and organizational skills.
 - Ability to manage multiple tasks and prioritize effectively.
 - Proficiency in MS Office Suite (Word, Excel, PowerPoint).
 - Strong problem-solving and decision-making abilities.
 - Ability to work collaboratively in a team environment.

Desirable Attributes:

- Passionate about social impact, particularly in the education sector.
- Proactive and self-motivated, with a solutions-oriented mindset.
- Comfortable working in a dynamic and evolving environment.
- Ability to engage with diverse stakeholders and build positive relationships.

How to Apply:

Interested candidates are requested to Apply at <https://forms.gle/k6K9ZyZA8Zxg2fDq8>

