**Introduction**

**KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).**

**KHPT is seeking application for the following positions.**

**HR Officer**

## Positions: 1

## Location: Bangalore, Karnataka

**Qualification, Skills & Competencies**

* Graduate / Master’s degree in Human Resource Management, Business Administration, MSW or anyr related field.
* Minimum 2-3 years of working experience as a HR executive, HR Analyst, HR Officer or any other similar role
* Proficient in Computer knowledge- Data Entry and Formatting, Formulas and Functions, Sorting and Filtering, Charts, Pivot Tables, etc.
* The capability of working in tight deadlines and limited supervision.
* The ability to work efficiently as a team member.
* Possess strong skills in time Management, communication, problem Solving.
* Willingness and flexibility to work on a wide range of tasks, adjust responsibilities to align with project needs.

**Roles and Responsibilities**

* Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
* Coordinate and facilitate the entire recruitment process – job posting, downloading & screening CVs, scheduling interviews, follow ups, etc.
* Database Management: Maintain and update the internal database with relevant candidate information. Ensure data integrity and accuracy for efficient retrieval.
* Create, implement and assist in on-boarding new hiring: Joining Formalities
* Develop induction training programs and conduct the same
* Co-ordination with various departments in regard to recruitment and exit process.
* Assisting in Exit process: providing experience & relieving letter
* Maintain employee records (attendance, employee data etc.) according to policy and legal requirements
* Provide counselling on policies and procedures
* Any other task assigned by Line Manager

**Reporting**

The HR Officer will be reporting to Deputy Director-HR.

**Remuneration**

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance.

## KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.

## KHPT will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programs, and in-depth knowledge of the thematic areas we work in. Only shortlisted candidates will be invited for an interview.

**﻿**The above position demands excellent communication, interpersonal, and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with the required experience and skillsets.

**How to apply**

Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to **careers@khpt.org** Candidates can

download the format by clicking on ‘[**Application Format**](https://www.khpt.org/wp-content/uploads/2021/03/KHPT-Application-Form-final.docx)**’** or visit [**our website**](http://www.khpt.org) to download the format.

**The application should reach on or before 28th March 2024**

Please note that completed applications in the prescribed format will help us in shortlisting effectively.