



Job Description: HR Associate

Nature of employment: Full-time

Reports to: (Sr.) Manager – Human Resources

Location: New Delhi, Delhi

About Peepul

Peepul is an education-focused non-profit organisation committed to transforming India's education system and enabling every child to reach their full potential. We work closely with national, state, and local governments to transform government schools and government systems. Currently, we work with governments in Delhi and Madhya Pradesh to meaningfully have an impact across ~325,000 teachers and 9.75 million+ students across 100,000+ schools.

At Peepul, we collaborate with school systems to build the capacity of leaders, teachers, and institutions. We advocate for policy improvements, support mentoring and monitoring, and enhance student-teacher engagement in classrooms. Our work has been recognised internationally, including receiving the Commonwealth Education Awards for Innovation and being featured in reports by respected organisations like the UN and the National Ministry of Education, India, and we are well-funded by both Indian CSR and prominent international Foundations working toward a common purpose of excellent education for the most disadvantaged sections of society.

Driven by our core values of impact, excellence, and leadership, we are a restless, resilient, and reflective organisations. Our team of 200+ employees is passionate about creating lasting change and is rewarded competitively for their dedication. Join us in our mission to create a world where every child has equal access to high-quality education. Learn more about our transformative work at <http://peepulindia.org>.

About the role

As an HR Associate, you will be responsible for partnering with the programme leaders to deliver HR solutions that drive business results. You will work closely with the leadership team to drive the HR agenda and provide support in executing the HR strategy for Peepul India.

The HR associate will closely work with their manager and assist them in executing key HR initiatives, day-to-day operations and on special assignments if any.

Responsibilities would include:

Recruitment and selection

- Manage the applicant's database to find the right candidates for the organisation as well as develop creative sources for attracting the best talent to the organisation



- Manage the selection process including pre-assignments, initial screening, and interviews
- Ensure follow-up and closure for all candidates within the timelines to fill the position
- Work with Recruitment Partners – screening applications, co-ordinating for interviews and pre-assignments, communicate for regular updates
- Contribute to ongoing recruiting efforts as needed

Employee onboarding and Induction

- Plan, schedule and organize orientation for all new joiners so that they are well integrated into the organisation
- Pre-joining co-ordination with Finance and IT which includes Mail ID creation, system allotment, information to reporting manager etc.
- Post-joining onboarding such as sharing relevant policies and information, appointment letter, introducing to team-members etc.

Documentation and Data management

- Maintenance of various records such as hiring tracker, employee database etc.
- Ensure timely documentation such as Insurance data, Background verification etc.
- Ensure details of the new employees are uploaded on the Peepul website and updated in the Organogram
- Generate and publish regular recruitment and any other ad-hoc reports to SLT

Employee Relations

- Be the first point of contact for all employee grievances, counsel managers on employee issues and provide HR policy guidance and interpretation as needed
- Plan and conduct employee interactions at periodic intervals for dissemination of relevant information and obtaining feedback

Qualifications and Role Requirements:

At Peepul, we seek talented professionals passionate about driving educational transformation and making a positive impact. We are looking for individuals who possess the following qualifications and meet the role requirements:

- **Educational Background:** Master's or Bachelor's degree in Business Administration, Human Resources or related discipline.
- **Work Experience:** We value both professional and personal experience. Candidates with 2-4 years of Human Resources work experience in development sector or otherwise. Prior experience in managing employee life cycle, excellent planning skills and systems mindset.
- **Other Skills:** Excellent problem-solving skills and great at prioritising the most important tasks. Knowledge of MS Office and organizational software and tools, including MS Team, Outlook, OneDrive, etc.
- **Language Proficiency:** English and Hindi



How to apply

To apply for a position, click on the application link [here](#).

You will be required to upload:

- **Your CV:** Please ensure that your CV provides relevant information about your professional and personal experience and details of your academic qualifications. CVs can be one to two pages in length.
- **A cover letter:** We highly encourage you to use your cover letter to showcase your specific interest in working for Peepul and demonstrate how your qualifications align with the role you are applying for. A tailored cover letter holds significant importance in Peepul's recruitment process as it enables us to comprehend your motivations for the position, your relevant skills, and the clarity of your writing.

For any further queries related to our hiring process and timelines, please contact us at recruitment@peepulindia.org.