Position: Lead – Talent Acquisition and Management
Team: HR Shared Services
Location: Delhi

Founded in 2012, Central Square Foundation (CSF) is a non-profit philanthropic foundation working on the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving learning outcomes of children, especially from low-income communities.

We believe that ensuring Universal, Early, Conceptual and Procedural Mastery of Foundational Skills is absolutely essential for the overall success of education system. In order to achieve this, we partner with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact.

Our Founder, Ashish Dhawan is one of India’s leading philanthropists who shifted to the impact sector after a successful career in Private Equity. In the last few years, Ashish has helped build a portfolio of foundations. These include:

- **Air Pollution Action Group (A-PAG)** has been set up to help solve the air pollution crisis in India. The larger objective is to work on critical issues that will address the entire value chain of air pollution while building salience on these issues. Their initial focus will be on Delhi and its neighbouring States.

- The **Asian Century Foundation (ACF)**, a non-partisan foundation has been established increase knowledge sharing and people to people understanding between India and other Asian countries with their work focused in developmental areas of priority to India.

- The **Centre for Effective Governance of Indian States** (CEGIS) aims to enable a transformative improvement in the functioning of the Indian state in the coming decade. Informed by cutting edge research and evidence as well as a practical orientation towards implementable ideas, CEGIS aims to provide Indian states with both an analytical roadmap for governance and expenditure reforms as well as strategic implementation support to deliver on this vision

Each organisation (like each sector) is unique, and is working on creating a unique impact journey.
Position Summary

The HR Shared Services team facilitates building the portfolio organizations by attracting & retaining high calibre talent, driving a high performing work culture and fostering an engaged workforce.

The Lead, Talent Acquisition and Management will be responsible for leading strategic sourcing and employer branding for the portfolio, overseeing policy and procedure execution across the employment lifecycle and serving as an HR Partner to Project team supporting performance management. This role will report to the Senior Manager, HR Shared Services and will require to collaborate and partner with multiple stakeholders across different organizations that the shared services model caters to.

Key responsibilities include, but are not limited to

I. Talent Acquisition:

- Proactively partner with leadership across the portfolio to determine hiring requirements and develop sourcing and acquisition strategies which include exploring talent partner relationships, tapping into alumni programs, consulting organizations, campus placement drives and other innovative sources.
- Understand resource requirements for thematic areas and verticals, design appropriate job profiles, identify the appropriate talent acquisition strategy, maintain an extensive database with appropriate metrics to track and monitor requirements in a timely manner.
- Execute all stages of the recruitment process from start to end.
- Collaborate with the vertical leads of different organizations and Project Team leads and augment and oversee the induction program for all employees.
- Augment the employer branding strategy and ensure implementation of the short-term and long-term deliverables carved out for CSF and the portfolio organizations

II. Talent Management Support & Systems:

- Supervise smooth execution of employee lifecycle processes including onboarding, joining formalities, probation etc.
- Support the Senior Manager, HR Shared Services to amend and implement policies centred around organization and employee wellness
- Strategize the design and modules of an online system for HR processes. Subsequently, oversee migration to the selected platform and ensure regular maintenance of the HRIS
III. Team Management:

- Supervise a team member of the HR Shared Services team by overseeing and facilitating hiring high calibre talent for positions assigned
- Support the team member on capacity building and professional development by providing feedback and provide aid on areas of growth

**Desired Qualifications and Abilities**

- Master’s degree required preferably in Human Resources, Psychology, Business or any relevant fields.
- 6 to 8 years of relevant work experience with project management and operational work experience.
- Ability to employ design thinking principles keeping employees at the core of every Human Resources intervention.
- Knowledge of employee labour laws and statutory HR compliances.
- Proficiency in developing and executing processes across the entire employment lifecycle.
- Extensive experience in partnering and working with multiple stakeholders; having past experience of working in matrix organizations would be a preference.
- Intermediate to advanced proficiency level in Microsoft Office – Excel, Word & PowerPoint

**Skills and Traits**

- Strong written and verbal communication skills and ability to lead meetings and strong facilitation skills to engage employees in various Talent Management sessions.
- Ability to effectively collaborate, engage and manage multiple stakeholders both within and outside the organization by facilitating regular communication and providing consistent support on deliverables.
- Strong planning and organizational skills, and an ability to be able to set priorities, plan timelines and meet deadlines.
- Excellent problem-solving and strategic thinking skills, ability to analyse complex quantitative and qualitative data and formulate possible solutions.
- Ability to think creatively, willing to take risks to experiment with new ideas and the ability to turn ideas into action.
- Operating style suited to working independently and in a small-organization setting, with a multigenerational and diverse workforce where teamwork and resourcefulness are highly valued.
Compensation
Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate’s experience levels.

Apply
Interested candidates can click on the Application Form and fill the required details in the form.