



Role Description

People & Culture Associate

Overview

Role Title	People & Culture Associate
Number of openings	2
Role Level	Associate Level 1-2 years of relevant work experience(<i>added advantage for experience in development / NGO sector</i>)
Type	Full time
Location	Based in New Delhi or Tripura.
Compensation	<i>Pay will match Indian non-profit norms and similar organisations, discussed in our last selection round.</i>
Desired joining date	ASAP; <i>Serious candidates are encouraged to apply right away</i>
Process to apply	Please fill out the Google form mentioned below https://forms.gle/16wbxCEm6uNX2JD6

About Labhya

Labhya is an India-based nonprofit that enables children in India's government schools with the necessary skills to become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organizations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organizations.

Labhya is a dynamic and agile organization that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 million vulnerable children by 2030.**

Currently, Labhya has partnered with various state governments to co-create and implement well-being programs that impact **2.4 Million children** across **22,000+ government schools** in India.



Role Expectations and Qualifications & Skills / Experience / Characteristics

We are seeking a dynamic and detail-oriented individual passionate about building a vibrant, inclusive, and enabling workplace. This role entails contributing towards organisations recruitment process, executing HR processes and ensuring that organizational values are embedded in every stage of the employee lifecycle.

**All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.*

Recruitment

- Oversee the end-to-end recruitment process, from job posting to candidate onboarding.
- Build a talent pipeline for current and future hiring needs.
- Conduct initial screenings and preliminary assessments.
- Maintain accurate recruitment records and provide regular updates on hiring progress.

HR Operations

- Maintain and update employee records in HRMS and drive data accuracy.
- Manage employee lifecycle formalities from joining to exit.
- Coordinate induction sessions for new hires and maintain onboarding trackers.
- Maintain accurate records on process and performance.

HR Partnering & Team Building

- Plan and execute employee engagement and well-being initiatives.
- Help ensure smooth communication of policies and processes.
- Resolve individual grievances/queries to support teams and managers.
- Support the team in building and upholding the highest standards of professionalism, integrity, and accountability across all people processes.
- Use feedback and data to iterate on processes and ensure they remain relevant, equitable, and aligned with evolving team needs.

Qualifications & Skills / Experience / Characteristics

1. Overall 1 to 2 years of experience, with at least a year in HR Generalist.
2. Excellent written and oral communication skills in English.
3. Organisational and time management skills.
4. Highly motivated, persevering, achievement-oriented attitude.
5. Proficient in Microsoft Office (Excel, Word, PowerPoint) & Google Tools (Sheets, Docs, Slides).
6. Strong interpersonal and planning skills.
7. Empathetic and people-focused.
8. Ability to work independently and maintain confidentiality.



Current Team

Our team consists of a diverse group of professionals, educators, SEL experts, and entrepreneurs from renowned institutions such as Harvard University, Massachusetts Institute of Technology (MIT), Azim Premji University, Delhi University, Ernst & Young, and KPMG.

At Labhya, we cultivate an environment for learning, growth and excellence, and teamwork and collaboration are non-negotiable. If you're passionate about building a movement that will enable millions of children to become healthy, lifelong learners through systems-level change, this is the place for you. Change the world by working alongside inspiring leaders.

We are looking for proximate leaders to build with us! Join the global movement!

Further, Labhya's values are:

- An agile and supportive team that is driven by a problem-solving attitude
- Focusing on the well-being of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership