



**Job Title:** Senior Coordinator – Human Resources

**Location:** New Delhi

**Reporting to:** Associate Director - Human Resources

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: [www.ipasdevelopmentfoundation.org](http://www.ipasdevelopmentfoundation.org)

### **Who are we looking for?**

We are looking for a highly motivated and self-driven individual who has a postgraduate qualification in Human Resource Management, a minimum of 4 years of experience in managing HR operations in for profit or non-profit agency, experience in setting-up and/or working on a HRMS and proven skills in HR analytics using MS Excel.

### **What would you be expected to do?**

Support the process of recruitment of staff and consultants, manage on-boarding and off-boarding processes, maintain HRMS and personnel files, support in issue/renewal of staff contracts, coordinate staff insurance, assist to conduct special events/functions and support the Associate Director - Human Resources in facilitating organizational development activities.

### **What is it like working for IDF?**

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We are rated among India's Best NGOs to work for since 2017 and among India's Top 50 mid-size workplaces 2024 by the Great Place to Work Institute.

### **To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [mhr.idf@sectoraccess.co.in](mailto:mhr.idf@sectoraccess.co.in).

For further clarifications, please send your query along with your name and contact number to our talent acquisition partner Sector Access at +91 77039 82477 and they will respond on priority. Please note that only shortlisted candidates will be contacted.