

Organization	TCI Foundation
Division	National Project Management Unit (NPMU)
Position	Staffing Coordinator (Human Resource)
Grant	Global Fund Grant (Malaria Elimination)
Number of Positions	01
Location	Gurgaon

Organization:

TCI Foundation an autonomous entity under Transport Corporation of India works in collaboration with Government, Public Sector Undertakings, National and International organizations and reputed corporates to serve the nation with motto of equality and better life for all citizens in the country. The Foundation is known as pioneer in developing and implementing healthcare services to the deserving communities across the country.

Malaria Elimination Program Overview:

Malaria burden in India has reduced significantly over the years which has been made possible with the introduction of new interventions for case management and vector control and effective monitoring and evaluation. The main goal is to eliminate malaria (zero indigenous cases) throughout the entire country by 2030, to maintain malaria free status and prevent re-introduction.

Program Saksham Overview:

TCI Foundation is one of the Principal Recipients of Global Fund Grant for the period 2021 to 2024. The Foundation has been assigned the responsibility to work in unison with National Vector Borne Diseases Control Program (NVBDCP), Ministry of Health & Family Welfare (MoHFW), Government of India for Malaria Elimination Programme. The program 'Saksham' to be implemented by TCI Foundation entails capacity building of malaria elimination workforce in India by single interface for facilitating workplace e-Training under Digital India Initiative; development of technical training manuals and e-modules; health and non-health products procurement and monitoring of additional critical human resources at national/state and district levels.

Position:

The position has to manage human resources matters posted at national, state and district levels of the staff deployed in Malaria Elimination program by TCIF-NPMU and NVBDCP, under direct supervision of Manager Establishment (Human Resource & Administration).

Role and Responsibilities:

1. Assists Manager Establishment (Human Resource & Administration) in managing all HR functions at NPMU and TCIF staff deployed at central, state and district levels.
2. Prepares and implement terms of references, job advertisements, tender documents, SOPs, Human Resources policies, as and when needed.
3. Works on automated attendance system/HRMIS software and generate reports as and when required.
4. Manages MIS/Trackers/Database/Dash Boards.
5. Creates forms & formats, as and when required.
6. Conducts reference checks, prepares offer letters & contracts, induction of consultants.
7. Manages PAO's calendars and set up meetings as directed.

8. Maintains electronic and paper records ensuring information is organized and easily accessible.
9. Handles and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.), sort in the respective folders.
10. Priorities agenda and assist in planning appointments, board meetings, conferences etc.
11. Assists to prepare presentations or reports as assigned.
12. Assists in compiling, proofread and revise drafts of documents and reports.
13. Ensures efficient and effective administrative information and assistance.
14. Undertakes any other assignments, which may be assigned from time to time by the TCIF-NPMU.

Eligibility:

- MBA/Post Graduate Diploma (2 Years) in HR from a recognized university/institution
- Minimum 2 years of post-qualification work experience in Recruitment & other HR functions.

Required Competency:

- Excellent verbal & written communication skills.
- A team player with demonstrated ability to work in a multi-disciplinary team along with good interpersonal abilities.

Computer proficiency

- Proficiency in commonly used packages like MS Word, Excel, Power Point.
- Ability to use internet for desk research, literature review and accessing other relevant documents.

Preferential Qualification/Experience

- Working experience in Government/Social.
- Knowledge and experience of governmental recruitment, documentation, filing & correspondence process in human resources management.
- Knowledge of working on automated attendance system/any HRMIS software.
- Ability to complete multiple tasks under pressure and should be a team player.

Age Limit: Up to 45 years as on date of application.

Location: Gurgaon, and ready to travel on need basis.

As this is a short term assignment; preference will be given to candidates residing within Delhi/NCR region.

Emoluments: 25,000 – 30,000 per month

Emoluments offered within the band will be commensurate qualification and experience and are subject to statutory compliances.

Reporting: The Staffing Coordinator (Human Resource) would be required to report to the Manager Establishment (Human Resources & Administration).

Contract Tenure: It is a short term position and initially it will be for a period of one year. The first three months will be on probation; subject to satisfactory performance, the position will

continue for full one year. Further extension will be subject to performance evaluation. The position can be terminated by either part giving a notice of one month in writing.

Equal Opportunities: TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

How to Apply: Candidates applying for the position are requested to adhere to following:

1. Check your eligibility.
2. Duly filled Application Form (attached with the advertisement)
3. Updated Resume (not exceeding two pages).
4. Mention Job id in "Subject" line of application. Any application received without the mention of Job id will not be considered.
5. Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
6. Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
7. No TA/DA will be paid to attend the interview in person, if invited.
8. Applications will be accepted only in the prescribed online application form. Application submitted in other format will not be accepted.
9. The advertised position can be cancelled/varied as per the discretion of the employer.

10. Resume must be sent through email on recruit.tcif@tcil.com

11. Application Form Link: [Online Application Form](#)

12. Last Date to Apply: 22 February 2021 (00:00 hrs)