



Job Description: Human Resources Manager

Organization: FAME India

Location: Bangalore

Experience: 7+ Years

Reports to: Executive Director / Officiating Director

ABOUT THE ORGANISATION

Are you passionate about working with people with Neuro-developmental Disabilities (NDD)? FAME India is a not-for-profit organisation set up in 2001, to enable and empower persons with neuro-developmental disabilities and their caregivers to lead a meaningful life. FAME India (FI) focuses on building and maintaining skills of persons with neuro-developmental disabilities through early intervention; holistic education program which includes in house therapists, special educators, and counsellors. We work to deliver continuous, high-quality engagement in the areas of daily living, life skills, vocational skills, social inclusion, recreation, health, safety and complete well-being for every individual in our community. FI aspires to be a Centre of Excellence in the field of NDD.

ROLE OVERVIEW

FAME India is seeking a structured and strategically-minded Human Resources Manager to lead the organization's internal infrastructure in alignment with its commitment to lifelong, holistic support. This is a critical leadership role focused on professionalizing the end-to-end employee lifecycle—from recruitment and salary negotiations to performance management and structured exits. The HR Manager will be the Custodian of Organizational Culture, ensuring 100% statutory compliance and the seamless execution of digital systems (greytHR), while fostering an environment of "psychological security" and excellence for all staff members.

KEY STRATEGIC RESPONSIBILITIES

1. Compensation, Payroll & Financial Oversight

- **Salary Benchmarking & Negotiations:** Lead salary fixing and high-stakes negotiations for new hires and promotions, ensuring internal equity and alignment with organizational mandates.
- **Band & Level Management:** Establish and maintain a structured employee grading system (Bands and Levels) to provide clear career progression and standardized compensation.
- **Payroll Excellence:** Oversee the end-to-end payroll process, including salary structures, bonuses, incentives, and all statutory deductions (PF, ESI, TDS, etc.).
- **Financial Integrity:** Manage staff loan policies and reimbursement protocols to ensure transparent and compliant financial operations



2. Performance Management & Talent Development

- Strategic PMS: Implement and lead a robust Performance Management System (PMS) involving clear appraisal cycles, KPIs, and Performance Improvement Plans (PIPs).
- End-to-End Recruitment: Manage the complete hiring pipeline, ensuring high-caliber personnel are onboarded with a focus on mission-alignment and technical excellence.
- Leave & Benefits Administration: Oversee comprehensive leave management, encashment processes, and employee benefit policies to ensure operational continuity.

3. Custodian of Culture & Employee Welfare

- Value Integration: Ensure all HR practices—from hiring to reviews—reflect FAME India's core values of Collaboration, Accountability, Excellence, Learning, and Empathy.
- Psychological Security: Foster a workplace culture where staff feel empowered to name mistakes without fear, promoting reflection as a daily discipline.
- Welfare Advocacy: Act as the primary lead for employee engagement, ensuring the organization's "Lifelong Support" philosophy is mirrored in how it cares for its own team.

4. Systems Oversight & Policy Governance

- GreytHR Implementation: Lead the full execution and daily management of the greytHR platform to automate attendance, leave, and payroll processing.
- Policy Architecture: Act as the primary custodian of all HR SOPs and policies, including Recruitment, Sabbatical Leave, POSH, Child Protection, and Retirement.
- Data & Compliance: Ensure 100% adherence to labor laws and FCRA regulations, maintaining meticulous records of all personnel files and statutory filings.

CANDIDATE PROFILE & CRITERIA

Education & Experience:

- 5+ years' relevant experience in Human Resources Management, ideally within the Bangalore NGO or social enterprise landscape.
- Master's degree in Human Resources, MSW, MBA or a related field is preferred.

Core Value Alignment:

- Ability to work seamlessly across disciplines and support leadership as a strategic partner.
- A proven track record of meeting rigorous timelines and welcoming feedback for organizational alignment.
- The capacity to listen deeply and represent the voices of the NDD community and staff with dignity and respect.

**Technical Skills:**

- Exceptional ability in professional drafting, policy writing, and internal communications.
- Expert proficiency in greytHR and Google Workspace.
- Deep understanding of Indian labor laws, salary grading, and NGO-specific statutory compliance.

Strategic Mindset:

- Must possess the ability to balance the organizational need for high-performance and accountability with the "strategic guardrail" of being a compassionate, direct service delivery NGO.

Application Process:

Interested candidates may send their updated resume along with their LinkedIn profile URL to career@fameindia.org, with the subject line: *Application: HR Manager*.