



Position : Manager, People and Culture
Employer : CREA
Reporting to: Director, People and Culture
Location : New Delhi

Founded in 2000, CREA is a feminist human rights organization based in New Delhi, India. CREA works at community, national, regional, and global levels and is one of the few international feminist organizations based in the global South. CREA focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence, and advancing the human rights of 'structurally excluded' people.

What does life in CREA Mean

We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.

If you are ready to challenge the system when needed, you could be one of us.

If you ask questions, are curious, and have a hunger for learning, you will thrive at CREA.

Constant learning, sharing of knowledge, is an expectation that team members have from CREA, and CREA from its team members. It demands our people to be connected, innovative, agile and quick to change.

When you walk into CREA, you need to be prepared for a workplace that is of high quality, is creative, edgy, and dynamic.

Overview and Role

CREA wishes to be a place that consistently attracts and retains committed, highly competent, self-driven talent.

Our work and impact is growing and we are now engaged in multiple countries and multiple global platforms, while remaining deeply rooted in the global South. Our talent today is based out of 7 countries and 3 different time zones.

If and when we return to in-person working in Delhi, 25-30% of our current talent is already, and

will be remote and virtual.

The position will report to the Director, People and Culture.

Key Responsibilities:

Under the guidance of Director, People and Culture, the Manager is expected to undertake the following key responsibilities:

- **Systems and process management**
 - Consult legal advisors to ensure that policies comply with law and maintain records.
 - Conduct annual salary surveys, monitor best practices in compensation, benefits and assist the Director, People and Culture to articulate CREA's policies and points of view on these.
 - Prepare budget drafts of human resources operations for Director, People and Culture.
 - Respond to inquiries regarding policies and procedures.
 - Develop and maintain a human resources system that meets management information needs.
 - Assist the Director, People and Culture to manage talent pools and succession plans to ensure the organization can continue to operate in the future.
 - Assist the Director, People and Culture in the hiring process.
 - Maintain human resource records by designing a filing and retrieval system and keeping past and current records.
- **Office Policies and manual**
 - Support in reviewing and updating policies
 - Medical Insurance coverage, accident insurance coverage on completion of probation period and any other benefit.
 - Create templates for HR processes like timesheets, invoices etc.
 - Provide HR section information for CREA annual report.
- **Project Management/Support**
 - Collaborate closely with project teams to ensure timely preparation and submission of work plans, budgets and performance management plans (PMPs).
 - Review program performance and ensure programmatic implementation is on schedule and consistent with CREA quality standards set forth by the OMT.
- **Maintaining HR files**
 - Achieve all HR files on Nextcloud (from the beginning)- policies, employees handbook, contracts etc.
Maintain staff files – CVs, IDs, and offer, promotion, resignation/ termination and grievance (if any) letters.
 - Maintain evaluation files, staff ratings etc.
- **Support to Finance team**
 - Review/prepare consultancy contracts in consultation with relevant program staff.

- Review short-term and long-term consultants/resource experts roster/database to determine efficiencies and streamline based on resource planning and needs.
- Review accuracy of invoices – consultants/vendors/external partners.
- Follow up on vendor/consultant /partners payments and closing the loop.
- **CREA Events/meetings**
 - Coordinate staff town-hall meetings and regular staff meetings.
 - Work with the Director, People and Culture to organize Employee Engagement programs, including staff retreats and the annual party.
 - In consultation with the Director, People and Culture, work on developing calendars, learning events for cementing 'CREA as a learning organization' culture.
- **Administrative support**
 - Update staff list, office timings, holiday calendar.
 - Update website and other staff lists to reflect staff leaving or joining.
 - Coordinate printing of business cards.
 - Intimation to staff on birthday celebrations and farewells.
 - Manage office premises.
- **Tech Support/Systems**
 - Liaison with IT Support to issue email addresses to new staff and coordinate with IT Support when staff leaves the organization.
 - Update HR related information in MIS – HR on a regular basis.
 - Nextcloud
 - Ensure is accessed and updated by all staff on a regular basis.
 - Maintain and update CREA calendar on Nextcloud.
 - Review the current platforms/systems CREA is using and update periodically.
 - Updating platforms (adding/removing staff) as and when required.
- **Performance Management**
 - Assist in ensuring that the calendar of activities as per the Performance Management Plan followed by CREA is implemented including:
 - Calendar of KRA/KPI setting, 360 lists, 360 assessments, assessment meetings for 360 and KRA/KPI, mid – year formal review.

Key Characteristics

- Bachelor's degree in Business, HR or related fields. An advanced degree is preferred.
- Minimum of 8-10 years' experience working in the non-profit sector in India and/or South Asia. At least 2-3 years' of experience handling HR in a managerial role.
- Excellent organizer and personally organized.
- Good at maintaining records, follow ups and closing the loop.
- Good analytical skills; mature judgment combined with a proactive, energetic approach to problem solving.
- Excellent interpersonal skills.
- Is a team player and comfortable with working with external consultants, contractors, vendors etc.
- Is comfortable with travel for work.

CREA promotes pluralism and equal opportunity, and is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunities to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity. A generous benefit package is included.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by 20 June 2021. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA.