

Andhra Pradesh Urban Infrastructure Asset Management Limited

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013 Website: [www.apurban.com](http://www.apurban.com/)

HUMAN-RESOURCE REQUIREMENT NOTIFICATION (HRN)

(Position Ref. No. 8)

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Senior Manager (HR & Admin) |
| **2** | **No. of Position** |  One (01) |
| **3** | **Proposed Grade** | Senior Manager |
| **4** | **Mode (Consultant /****Employee)** | On Rolls |
| **5** | **Academic / Professional Qualifications** | MBA (Human Resource from a recognized University / Institution) |
| **6** | **Post qualification****experience (specific requirement)** | Minimum 15 Years of post-qualification executive experience in the relevant area, inclusive of last 5 years heading HR & Admin Department in Corporate Office |
| **7** | **Reporting to** | CEO/CTO |
| **8** | **Salary / Fee range** | As per Industry Standards |
| **9** | **Other expectations** | Late working depending on urgency of work to be done / meeting delivery timelines & travelling on need basis |
| **10** | **Scope of Work /Job responsibilities** | **Key Responsibilities*** Shall be responsible for managing the human resources and administration function, including training, performance evaluation process, industrial relations and public relations functions
* Ensures adherence to approved administration, personnel and manpower development norms, rules, regulations and policies.
* Shall be responsible for manpower planning, recruitment, succession planning, career planning, compensation & benefits fixation, HRMS, etc.
* **Preparation, Formulation and timely implementation of HR related policies & procedures**. Reviewing of the same time to time, with changed perspective & environment and suggesting improvements.
* Preparation of HR&A Annual Budget & expense forecast for the department.
* **Should be having exposure in consulting firms** (preferably civil/management consultancy firms), **recruitment, scouting for the resources**
* **Should have knowledge about refitment cases, PayScale fixation, PRP guidelines etc.**
* Responsible for developing a strategy to communicate the organization’s plans and to manage the expectations and perceptions of the Company’s stakeholders, both internal and external.
* Establishing mechanisms to monitor the implementation of the organization’s change initiatives
* Shall be responsible for all statutory compliances, including labour laws, liasoning with State / Central administration, statutory authorities w.r.t. PF, Gratuity, Superannuation ESIC, etc.
* Ensures the proper utilization and safekeeping of properties and assets
* Ensures the proper maintenance and update of personnel records and files
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| **11** | **Core Skills** | Should have good communication (both in speaking and writing), liaison skills and articulate Ready to relocate |
| **12** | **Gender specific, if any** | Neutral |
| **13** | **Location** | Vijayawada (Andhra Pradesh) |
| **14** | **Any other point, you would like to mention** | It is desirable that the candidate would have prior experience of working with Government and Corporate Office  |

**Note: Apply for the above said position through Standard CV Format (available at our website:** [**www.apurban.com/careers.php**](http://www.apurban.com/careers.php)**) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)**