

<b>Application form Link: <a href="#">Application Form for Program Manager-HR – Fill out form</a></b>			
<b>Job Title: Program Manager – HR (TA)</b>			
<b>Location</b>	Delhi/Remote	<b>Band/Grade</b>	2A
<b>Department</b>	Human Resource (HR)	<b>Degree of Travel</b>	25-30%
<b>Reporting structure</b>	<b>Role directly reports to</b>		<b>Positions that report into this role</b>
	Sr. Program Manager - HR		Individual contributor role to begin with
<b>About PF</b>	<p>Piramal Foundation’s vision is to transform Health, Education, Water and social sector ecosystems through partnerships, high impact solutions and thought leadership. We have a presence in 27 Indian states and 2 Union Territories.</p> <p>Our approach to address these deep-rooted barriers:</p> <ul style="list-style-type: none"> <li>• <b>Partnerships approach</b> to draw additional resources, a vast pool of diverse expertise, and innovations to tackle a social sector problem at scale</li> <li>• <b>Platform approach</b> to influence systemic transformation through an alliance of partners for "scalable learning" by leveraging a pool of diverse resources to address a single problem with speed</li> </ul>		
<b>Project Brief</b>	<p>This project, implemented by PSMRI in partnership with the STOP TB Partnership and supported through the U.S. Department of State, aims to strengthen tuberculosis (TB) detection and linkage to treatment among underserved tribal populations across India. Phase 1 of the initiative will screen approximately 2 million people across 24 districts in 8 high-burden states using 150 mobile screening teams equipped with AI-enabled portable digital X-ray and molecular diagnostic tools. The project will deploy a large field workforce supported by strong monitoring and program management structures to ensure quality, speed, and accountability. The following role contributes to this effort by supporting community screening, diagnostics, coordination, monitoring, and linkage to TB treatment under the National TB Elimination Programme (NTEP).</p>		
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• MBA/PGDM in HR</li> </ul>		
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• 8-10 years of experience in end to end recruitment. Preferably from a development sector.</li> <li>• Expertise in hiring for healthcare projects in development sector.</li> <li>• Expertise in bulk hiring &amp; field staff</li> <li>• Well-versed with various sourcing platforms.</li> <li>• Good exposure in handling manpower agency/contract staffing</li> </ul>		

<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Strategic Thinking and Workforce planning</li> <li>• Expertise in handling manpower agencies/Consultancies</li> <li>• Expertise in Contract labour management &amp; compliance</li> <li>• Well versed in end to end recruitment process with advanced sourcing mix and recruitment techniques</li> <li>• Excellent cross-cultural oral and written communication skills in English.</li> <li>• Ability to respond to competing priorities across the organization and manage several projects simultaneously.</li> <li>• Stakeholder management</li> <li>• Willingness to Travel (25-30%)</li> <li>• Orientation to deliver in fast-paced projects</li> <li>• Fluency in English and Hindi</li> </ul>
<b>Values</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Expertise – we strive for a deeper understanding of our domain</li> <li>• Innovation – we aspire to do things creatively</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Entrepreneurship – we are empowered to act decisively and create value</li> <li>• Integrity – we are consistent in our thoughts, speech and action</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>• Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders</li> <li>• Humility – we aspire to be the best, yet strive to be humble</li> </ul>

**Key Roles/Responsibilities:****1. Talent Acquisition Strategy & Planning**

- Drive and execute comprehensive recruitment strategies aligned with business objectives and workforce plans
- Partner with business and operations leaders to understand hiring forecasts, role priorities, and talent requirements.
- Represent the Talent Acquisition function in cross-functional meetings, providing inputs on hiring feasibility, timelines, and budget considerations.

**2. Contract Staffing Agency Management**

- Third party staffing management
- Partners closely with Business leaders and outsourced HR partners, collaborating on workforce management strategies throughout the organization.
- Maintain a high level of engagement with staffing agencies and address the concerns/grievances of staff within a minimum time.
- Overseeing Compliances as per labour laws and liaising with contractors for governance
- Compliances under various labour laws applicable for the organization.

**2. End-to-End Hiring Delivery**

- Manage multiple hiring requirements concurrently across functions, departments, and seniority levels.
- Recruiting paramedical staff for new project initiatives in a fast-paced environment
- Ensure timely closure of open positions while maintaining high quality and cultural fit of hires.
- Establishes trust and confidence by maintaining a high level of credibility, integrity, and skilled communications with managers and Stakeholders.
- Drive recruitment process to ensure timely action, cost effective strategies and a positive experience for all prospective candidates.

**3. Proactive & Specialized Sourcing**

- Design and execute proactive sourcing strategies for niche and critical roles.
- Develops and manages relationships with educational institutions, employment agencies, placement firms, and other sources of applicants.
- Build and maintain strong candidate pipelines through job portals, LinkedIn, referrals, headhunting, and passive sourcing channels.
- Plan and execute recruitment campaigns in partnership with the team to meet volume and niche hiring needs.

**4. Budgeting & Offer Management**

- Manage recruitment budgets in alignment with business targets and cost constraints.
- Lead offer strategy discussions and negotiations with business and operations stakeholders

**5. Recruitment Operations, Metrics & Reporting**

- Monitor and ensure accuracy and upkeep of the candidate and resume database maintained by the team.
- Track and analyse key recruitment metrics including time-to-hire, cost-per-hire, and hiring productivity.
- Review recruitment dashboards, MIS, and reports on a daily basis to provide visibility into hiring performance and progress.
- Plan and conduct the Orientation sessions to the newly joined employees about the Organization and HR policies.

**Application process:** Candidates interested in the role may apply with their updated resumes and filling out the application form in the link given above. Candidates are required to share their resume on below mentioned mail id:

[HR.PSL@piramalswasthya.org](mailto:HR.PSL@piramalswasthya.org)