



## **Director, Human Resources and Administration**

### **Location: New Delhi, India**

An organization's most valuable asset are its people. Are you an exceptionally talented and driven Human Resources (HR) person and looking to join an organisation that is making a difference to low-income people?

The pioneering social organisation, VisionSpring, seeks a Director for Human Resources and Administration for India to manage change, foster high-performing teams, and oversee all operations related to our people in a high-growth environment. The Director, Human Resources and Administration, leads the HR and Administration team in India and serves as a member of the India management team. S/he will be based in Delhi NCR.

### **ABOUT YOU**

- You know how to include people and make them feel a part of a broader purpose. You are instinctively drawn to people with diverse experiences and skills and recognize the attributes that come together to form a powerful team.
- You are convinced about the power of culture and believe that culture eats strategy for breakfast.
- You have a vivid vision for organizational structure. In a high growth environment, you are planning talent acquisition, team and career development, and training at least a year ahead.
- You are fueled by helping people learn, stretch, and excel. You are a leader who brings out the best in others by creating leadership and opportunities at all levels.
- You have a knack for identifying “fit,” which makes you an efficient and active recruiter. You think job boards are useful, but you find the best people through outreach and networking.
- You are passionate about diversity and inclusion in the organisation and are a stickler for ethics and values.
- Staff well-being, welfare, and engagement comes naturally to you.
- You have experience with global best practices and understand how matrix structures come to life.
- You will have managed a change management process and demonstrated effective ways to enable your workforce to adapt to new ways of working.
- You have strong knowledge of payroll and HR-related statutory compliances.
- You believe that technology and processes are great enablers to create efficiencies and improve productivity.
- You are a master administrator.

### **ABOUT US**

- VisionSpring is creating access to clear vision through eyeglasses. Clear vision creates opportunities for increased learning, work, safety, civic participation, and quality of life.
- As a social organisation, social change motivates us. Our focus is to advance our mission objectives - to increase functioning, productivity, and income earning potential for the low-income people we serve by correcting refractive error and presbyopia with eyeglasses.
- We are working to transform the systemic dysfunction of the optical world that has failed to deliver eyeglasses - a 700-year-old technology - to 2.7 billion people in need of vision correction, most of whom are in the low-income segment.



- We serve low-income people but those who we serve expect high-quality eyeglasses.
- We believe in scaling our impact, not our organization. We are a lean team of doers.

## WHAT YOU'LL DO

### Talent Development and Retention

- Serve as a true business partner to the organisational leaders. Guide workforce and succession planning.
- Work with the management to administer a robust performance review process and goal setting that ties individual goals with enterprise-wide strategic objectives.
- Facilitate the mentoring, development, and nurturing of teams by enabling best-in-class training, career ladder, compensation, insurance, benefits, and reward and recognition practices.

### Change and Culture Management

- Develop and execute on long-term organizational developments plan aligned with our growth trajectory and strategic plan.
- Cultivate a culture that accelerates talent and liberates innovation in a period of high growth and change.
- Develop a workplace characterized by a clear sense of direction, low turnover, high levels of mission and values alignment, ethics, well-being, engagement, morale, and productivity.
- Ensure diversity, inclusion, and alignment with code of conduct in the organisation.
- Make the organisation the best place to work with and ensure that it is recognised for this.

### Recruitment

- Develop a strong recruitment brand and attract the brightest talent to the organisation.
- Manage active searches for high potential candidates for placements across India through networking, campus placements, job boards, recruitment sites, agencies, internships, and fellowships.
- Ensure consistent on-boarding and orientation experience for new hires, including development of the training center.

### Other HR Responsibilities and Administration

- Ensure timely payroll processing and attendance and leave management.
- Ensure insurance coverage of staff and settlement of insurance claims.
- Manage all staff documentation and entry and exit formalities.
- Ensure that all HR-related compliances are strictly adhered to.
- Ensure regular updation of existing policies and processes and the introduction of new ones.
- Be responsible for the upkeep and updation of the HRMS.
- Rollout of the HRMS system and ensure all employees are trained accordingly.
- Implementation and design of the new organization design /job banding and salary restructuring.



- Manage day-to-day administration, upkeep, and management of the organisation's facilities and ensure all the needs of the staff are promptly met.

## WHAT'S REQUIRED

- A Bachelor's degree is required, a Master's degree is preferred.
- Minimum 15 years of relevant professional experience in Human Resources with a significant number of years managing a senior team.
- Willingness to travel up to 20% of the time within India.
- Excellent verbal and written communication skills in English and Hindi.

## COMPENSATION

- Salary based on experience and education.
- VisionSpring offers competitive benefits, including health insurance.
- VisionSpring offers generous vacation and personal time.

## TO APPLY

- We want to know more than just what you have done. We want to know who you are. What are the passions and talents that draw you to this role?
- Please submit your application, including a thoughtful cover letter and your CV/résumé, to: [noha.hatata@visionspring.org](mailto:noha.hatata@visionspring.org). Please assure there is a short description of each company or organization on your CV/resume. Include your last name and "Director, Human Resources and Administration" in the subject line.
- Please note that only candidates to be interviewed will be contacted.
- VisionSpring is an Equal Opportunity Employer. VisionSpring does not and will not discriminate in employment and personnel practices based on race, sex, age, religion, national origin, or any other basis prohibited by applicable law.