



## **Job Title: HR Executive**

**Location:** New Delhi (On-site/Hybrid)

**Reporting to:** Director – Operations/Executive Director

**Type:** Full-time

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## **About Dhriiti**

Dhriiti is a non-profit organization, working for over two decades to provide sustainable entrepreneurship solutions that enable individuals and communities to improve their quality of life. It works to facilitate an ecosystem that recognizes the need to nurture entrepreneurial practices and subsequently adopt, adapt or create systems to ensure they thrive. Dhriiti inspires individuals and communities to design financially, socially and ecologically sustainable livelihoods for themselves. Our vision is to build a resilient world capable of coping, adapting and bouncing back from financial, social and ecological vulnerabilities using the tools of enterprise and entrepreneurship.

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## **Role Summary**

The HR Executive will play a key role in managing Dhriiti's human resources function, supporting recruitment, onboarding, performance management and day-to-day HR operations. This role requires a people-centric, organized, and proactive professional who can work closely with program teams and leadership to foster a healthy and productive organizational culture.

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## **Key Responsibilities**

### **1. Recruitment & Onboarding**

- Manage end-to-end recruitment: job postings, screening, scheduling interviews, reference checks, and offers
- Support hiring for program staff, consultants, interns, and volunteers
- Coordinate and conduct onboarding and orientation programs for new team members

### **2. HR Operations & Administration**



- Maintain and update employee records and databases (digital and physical)
- Monitor attendance, leave records, and timesheets
- Support preparation of HR letters, contracts, and documentation

### **3. Employee Engagement & Culture**

- Organize team-building activities, staff meetings, and engagement initiatives
- Facilitate regular feedback mechanisms and internal communication
- Support professional development and training initiatives

### **4. Performance Management**

- Support implementation of appraisal cycles, KPIs, and feedback processes
- Maintain documentation and records of evaluations
- Help identify performance gaps and coordinate interventions

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## **Qualifications & Experience**

- Bachelor's degree in Human Resources, Business Administration, Psychology, or related field
- 1-2 years of experience in HR operations, preferably in the development or social impact sector

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## **Key Skills & Competencies**

- Strong interpersonal and communication skills
- High level of integrity, confidentiality, and empathy
- Ability to multitask and manage time efficiently
- Attention to detail and strong organizational skills
- Collaborative team player with problem-solving ability

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## **What We Offer**

- A dynamic and inclusive work culture
- Opportunity to contribute to impactful and meaningful work
- Learning and leadership development opportunities
- Competitive salary aligned with the non-profit sector

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**Remuneration** : Rs. 3.60 Lakhs per annum

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### **How to Apply**

Send your CV and a brief cover letter (max 300 words) stating why you are a good fit for this role to [vacancies@dhriti.org](mailto:vacancies@dhriti.org) with the subject line: **Application for HR Executive**. Interviews are being conducted on a rolling basis so we encourage candidates to apply at the earliest.