

Designation	HEAD OF HUMAN RESOURCES & LEGAL
Division	Human Resources & Legal
Job Grade	A2
Overall, Duty of the role:	Maintain a productive head count budget with the association of other heads of divisions. Ensure that company does not violate legal and regulatory requirements: on-time reporting and submission of legal and regulatory returns. Protect the interests of the company through legal means Manage people within the HR management and development systems established. Be responsible for the health and safety of people and the organization.
Working conditions:	Office environment working with computers.
A person looking for:	High level of Integrity, Analytical capability, Strategic orientation, Problem-solving,
	EXTERNAL/ INTERNAL
Education qualifications/ Experience:	Degree from a UGC approved university with 10 years of managerial experience in the field of Human Resources & MBA OR Attorney- at – Law from Law college of SL with 10 years of managerial experience in the field of Human Resources & MBA/LLM OR PQHRM/ CQHRM (Chartered Qualification in Human Resource Management) CIPD, UK Accredited with 10 years of managerial experience in the field of Human Resources & MBA
Professional qualification	PQHRM - CQHRM CIPD
Tests to be conducted at recruitment:	Interview Reference Check (External)
Recruitment	External/ Internal
Remuneration	Rs. 104,385-5x 2175 :7x 2285 -131,255
AGE Maximum	45
Promotion	Employee in grade A2 with 5 year experience could be considered for a Grade promotion to Grade A1 subject to recommendation of the Interview panel
Other Benefits	Other Variable and Fixed Allowances and a company maintained vehicle with a driver and fuel