



# WRI INDIA

## **CONSULTANT – HUMAN RESOURCES**

### **What is WRI?**

World Resources Institute (WRI) is an independent, nonprofit global research organization that turns big ideas into action at the nexus of environment, economic opportunity and human well-being. We are working to address six critical challenges that the world must overcome this decade in order to secure a sustainable future for people and the planet: climate change, energy, food, forests, water and sustainable cities. Founded in 1982, WRI has a global staff of nearly 700 people with work spanning 50 countries. We have offices in Brazil, China, Ethiopia, Europe, India, Indonesia, Mexico and the United States.

The foundation of our work is delivering high-quality research, data, maps and analysis to solve the world's greatest environment and international development challenges, and improve people's lives. We work with leaders in government, business and civil society to drive ambitious action and create change on the ground. Equally important, we bring together partners to develop breakthrough ideas and scale-up solutions for far-reaching, enduring impact.

The World Resources Institute India (WRI India) is an Indian environmental organisation with experts and staff who work closely with leaders to turn big ideas into action to sustain a healthy environment – the foundation of economic opportunity and human well-being. WRI envisions an equitable and prosperous planet driven by the wise management of natural resources, and aspires to create a world where the actions of government, business, and communities combine to eliminate poverty and sustain the natural environment for all people.

WRI India aims to help solve the four most urgent challenges in India – rapid urbanization, the increasing demand for energy, responding to climate change and the large-scale degradation of natural resources. Over 75 experts and staff across three office locations – Mumbai, Bangalore and Delhi – deliver these ambitious goals. WRI India is supported by WRI's international offices, to ensure that the global organization's experience can be brought to bear within the context of India. WRI India has the capacity to convene key stakeholders, and forge strategic partnerships with governments, business, foundations, civil society organizations, institutes and NGOs, to scale-up solutions that can bring game-changing results for the sustainable management of natural resources in India.

### **Position Overview:**

WRI India is seeking an individual to work on a mixture of duties which are HR as well as administrative in nature. The individual should be a fresh graduate interested in making a career in the Human resource function. The candidate will be expected to provide direct assistance to a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and policies. There will also be opportunities to network with staff from other Programs and gain knowledge. The successful candidate must possess strong communication skills, be highly collaborative and uphold absolute confidentiality with sensitive and protected information.

### **Responsibilities:**

The Consultant will be responsible for assisting the team with the tasks below, including contributing to projects as assigned :



- Maintain administrative systems and processes that allow effective management of all correspondence, reporting requirements and documentation, including personal details of all existing staff members.
- Updating our internal databases with new employee information like contact details and employment forms. Creating new personnel files. Preparing all new hire paperwork. Scanning, emailing and filing physical HR records in HR filing cabinet.
- Assist in maintaining HR records. (electronic and otherwise).
- Documentation & Filing for documents other than employee files.
- Researching and collecting data for various HR initiatives.
- Assisting with drafting of organizational policies and procedures, job descriptions, Organization chart etc.
- Support in preparing materials for orientation and other training programs.
- Record all resumes and personnel documents in HR electronic files.
- Relationship building for campus placements, new recruitment vendors etc.
- Complete appropriate paperwork for new and exiting employees.

## **Qualifications and Requirements**

- Fresh Management Graduate with specialization in HR. Students who have recently completed/ are currently enrolled in a human resources certificate program can apply as well.
- Strong interpersonal and analytical skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office and internet applications
- An Initiator with the ability to work independently & as well as with teams
- Attention to detail
- Must be process-oriented and a problem solver.
- Must be able to maintain confidentiality of HR documents and other personal information
- Interest and aptitude to work in Human Resources/ Administration field and/or non-profit management.
- A genuine interest in Human Resources Management
- A commitment to the culture and values of WRI India

**Salary and Benefits:** Compensation is commensurate with experience and skills.

**Duration:** 6 months



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**Location:** Mumbai, India

**Start date:** As soon as possible

**To Apply:** Qualified applicants should apply online at [www.wri.org/careers](http://www.wri.org/careers). All applications must be submitted online through this career portal in order to be formally considered.

Only shortlisted applicants will be contacted for interview purpose and may be required to undergo a written test.

- List of Documents to be attached :
- Cover Letter
- Latest CV
- Writing Sample/ Test/ Reports as required

## **About WRI**

Established in 1982, WRI is a non-profit 501(c)(3) organization respected globally by policymakers, non-governmental organizations, and corporate leaders.

WRI's reputation is grounded in its excellent analysis, non-partisan approach, and high-impact results. We measure our success based on how our work helps to create real-world change on the ground—and approach we call “Managing for Results.”

WRI's work is united by and driven by our values: Innovation, Integrity, Urgency, Independence, and Respect.

WRI fosters a culture of innovative ideas, working collaboratively, and thinking independently. WRI employees are driven by the organization's mission and have the satisfaction of helping to create a more prosperous and healthy planet.

Learn more about our organization at [www.wri.org](http://www.wri.org).

*As an Equal Opportunity Employer, it is WRI's policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual preference, parental status, or disability. WRI's global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI's policy research and analysis. WRI, therefore, encourages applications from U.S. minorities, persons from other countries (especially developing nations), and from women of all backgrounds.*