

Manager / Senior Manager – HR & OD

Location: Villgro's Head Office - Chennai (IIT Madras Research Park, Taramani)

Reporting to: COO

About us:

Villgro is one of India's foremost impact-first incubators. We believe market-based models are a scalable route to solve critical social and environmental problems in India. We help enterprises scale by providing financial (grants/equity/low-cost debt), technical and market-access support. We support enterprises whose solutions work in one or more of seven areas –

1. Enabling green livelihoods
2. Generating value from waste
3. Reducing pressure on land and water systems
4. Improving livelihoods for small-holder farmers
5. Increasing the participation of women in the workforce
6. Improving health outcomes for women, and
7. Improving access to affordable screening and diagnostics for low-income populations in India.

Since 2001, we have worked with over 350 enterprises which have impacted over 20 million lives.

Position Summary:

Villgro has entered its 3rd decade of supporting impact-first enterprises. While we continue our focus on early-stage enterprises, we are conscious of the barriers they face to scale. Solving value chain gaps is a new focus area for our third decade of work, which means that the experiences, skillsets, and aptitudes we require to succeed are evolving. We are looking for someone who is excited by the challenges and opportunities that this brings. This role will provide holistic HR & OD support – right from fostering a strong workplace culture, strengthening systems and processes, to enabling the right type of learning and development – this role will be the custodian of both strategic as well as operational responsibilities. A key success indicator of this role will be the integration of organization objectives across all key operational mechanisms – i.e., RACI matrices, KPI Sheets, Capacity Building initiatives, L&D initiatives, Mentorship.

Role and Responsibilities:

I. HR OPERATIONS

a. Recruitment

Support team leads in hiring future Villgroers.

- i. think through role & skillset requirements that align with Villgro's strategic objectives, translating those into succinct job descriptions and actively seeking out the right candidates.
- ii. identify opportunities for interns to increase bandwidth of teams and shape them into deliverable-based internship opportunities; develop online/offline strategies to on-board interns at the right time.
- iii. be responsible for initial shortlisting of candidates (interns / full time) and making recommendations to hiring managers.
- iv. oversee and maintain momentum of the recruitment process until completion.

b. Induction

Redesign and roll-out of new induction process.

- i. Identify gaps in current induction process.
- ii. Integrate both the impact and business focus in the induction process.
- iii. Build respect for processes, systems, and policies, while also encouraging agility, boldness in decision making, and innovative problem solving (this holds true beyond the induction process as well)

c. Performance Appraisals

- i. Conduct and document bi-annual performance appraisals. Present a consolidated overview to the leadership team, with suggestions for next steps / action to be taken.
- ii. Set Key Performance Indicators (KPIs) for all employees – ensure they are in line with individual roles and build up to meeting overall organizational goals. Link KPIs to Performance Linked Incentives (PLI) for eligible employees.

d. Others

- i. RACI – Implement RACI matrices organization-wide, beginning with awareness and training for teams on how to design them. Ensure consistency with the KPIs that are set.
- ii. Villgro Policies - Maintain oversight, ensure compliance, and identify new policy requirements.

- iii. Employee Benefits – Ensure awareness on benefits and ease of availing them.

II. ORGANIZATION DEVELOPMENT

a. Training & Capacity Building

Identify organization-wide training and capacity building requirements. Design and implement them strategically, curate training content with experts, and measure success of these programs. Ensure alignment with RACI and KPIs wherever appropriate.

b. Learning & Development

Create individual L&D plans for key personnel, as identified by the leadership and/or team leads. Identify, and co-create requirements and action plans, measure success of these initiatives. Ensure alignment with RACI and KPIs wherever appropriate.

c. Mentorship

Design mentorship program in consultation with the Leadership and/or Team Leads. Identify mentors, set expectations, guide the process, and measure outcomes.

Experience & Skillsets Required:

- 5 – 10 years of experience in related roles
- A track record of successfully owning organization-wide HR & OD initiatives.
- Familiarity with tools, processes, or methods of building team cohesiveness, collaboration, feedback mechanisms, reporting structures, RACI matrices, etc.
- Experience in handling confidential matters with absolute integrity.
- Experience and comfort with working independently and presenting ideas and outputs to the leadership/Board.
- High on empathy, with the ability to communicate effectively with people from diverse backgrounds across all levels of the organization.

Compensation & Benefits:

1. We pay comparably higher within the nonprofit sector and provide a performance-linked variable component.
2. All our permanent employees are provided with health insurance for themselves and their immediate family members.
3. Our mental health policy provides employees with access to subsidized professional support.

4. We actively invest in the professional development of our employees through paid training programs and workshops.

How to apply:

Apply to this role by filling this [Form](#). We look forward to hearing from you!

Values we hold close:

Villgro alumni have gone on to found social businesses, study at Ivy League and Indian B Schools, work or found impact funds and public policy institutes. But most importantly, they have become voices of change. We are committed to providing the same exposure and experiences to help you achieve your personal and professional goals.

An ideal candidate will resonate strongly with one or more of the following values.

- Empathetic: We walk in the shoes of our entrepreneurs and partners
- Bold: We embrace uncertainty, ambition, and believe in limitless possibilities
- Entrepreneurial: We take initiative and capitalize on opportunities
- Demonstrating Integrity: We are transparent, candid, and honest in our dealings

In case of any queries, please write to us at careers@villgro.org

Read more about us at www.villgro.org

Check out our latest impact report at www.villgro.org/impact-reports/

Have a look at our portfolio companies in action <https://youtu.be/NSVuto3S9o8>