

Position – HR Intern

Location: Remote

Programme: DC-Core

Type: Part time/full time

Reports to: Manager Operations

About DC

Development Consortium (DC) is a non-profit organization (registered in India), dedicated to working with young people and vulnerable communities across India - empowering them to overcome health, education and rights, abuse & injustice issues. At the very core of our existence is the belief that a better future for humanity depends on our capacity to harness change. It is the building of this capacity that is at the heart of our working model.

DC firmly believes that influencing behaviour change is critical to the success of an impactful program. Many programs run into cultural traditions and taboos that result in constituents resisting an initiative that might dramatically improve their lives. In many cases, the solution is a matter of sequencing, where opening constituents' minds to a program's promise precedes efforts to execute the program itself. At the core of most of our intervention designs is a process to encourage beneficial behaviour change, without taking the paternalistic approach of imposing the change on constituents. These could be a mix of approaches such as engaging constituents directly, by enlisting local, trusted peers to investigate cultural norms and elicit change from within the community; or to impact constituents indirectly, by incentivizing critical collaborators to change their behaviours.

Core Values

Belief – We believe in what we do.

Resilience – We have the courage and strength to overcome obstacles.

Empower – We enable agency and nurture potential.

Accountability – We are responsible for our actions.

Transparency – We are open and honest.

Empathy – We listen, understand and respect

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic. At DC we value people from diverse backgrounds, working to create an open atmosphere of trust, honesty and respect



About the Opportunity

As an HR Intern, you will be responsible for supporting the Operations Manager in various functions including hiring, conducting first-level interviews, managing documentation, background verifications, and creating candidate depositories. This entry-level position offers a fantastic opportunity to gain hands-on experience and build a solid foundation in human resources.

Responsibilities

- Assist in the recruitment process by posting job openings on various platforms.
- Screen resumes and shortlist candidates based on job requirements.
- Schedule and coordinate interviews between candidates and hiring managers.
- Conduct initial screening interviews to assess candidate fit and suitability.
- Provide feedback and recommendations to the hiring managers.
- Prepare and maintain candidate documentation, including offer letters, contracts, and onboarding materials.
- Ensure accurate and up-to-date records are kept for all employees and candidates.
- Coordinate and manage background verification processes for new hires.
- Follow up with candidates and third-party vendors to ensure timely completion.
- Create and manage candidate depositories for current and future hiring needs.
- Assist with day-to-day HR activities and administrative tasks as required.
- Provide support in organizing HR events and employee engagement initiatives.

Required Qualification and Skills:

- Bachelor's degree in human resources, Business Administration, Psychology, or a related field.
- Strong interest in pursuing a career in Human Resources.
- Excellent communication and interpersonal skills.
- Good organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with integrity

Preferred Skills:

- Basic understanding of HR processes and recruitment practices.
- Prior internship or any hands-on experience in HR is a plus, but not required.

Remuneration: Competitive

Joining: Immediate

The non-monetary benefits include a unique opportunity to be part of an innovative, meaningful, and entrepreneurial organization that is transforming the lives of thousands of people by addressing various health and education related challenges. The intern will be provided a conducive and flexible working-cum-learning environment, where they will have the opportunity to explore their creative and innovative potential in moving towards our vision. They will be working directly with the Manager Operations. We value inputs from our colleagues and endeavour to make them a part of our organization-building.



How to Apply

Interested candidate can apply by 25 September 2024, via the Google link:

To apply [Click Here](#)