

Career Title: RECRUITMENT FOR DEPUTY VICE PRESIDENT (HR) ON PERMANENT BASIS FOR HLL LIFECARE LIMITED

Start Date: 08.12.2021

End Date: 12.12.2021

Since our recruitment portal is currently under maintenance, candidates are advised to send the necessary documents to manojdya@lifecarehll.com / career@lifecarehll.com on or before 12.12.2021. Essential documents to be forwarded are:

1. Educational Qualifications (10th/ 12th/ Graduation/ PG (as per the advertisement)/ Other Additional Qualifications)
2. Post Qualification relevant Experience (only as per the advertisement)
3. Updated CV with Mobile Number and email address
4. Community Certificate (for SC/ST/ OBC)
5. Latest Pay slip
6. Aadhar card

Incomplete applications will be rejected and no further communication will be shared in this regard. Detailed Job description is given below for reference.

HLL Lifecare Limited (HLL) is a Govt. of India Healthcare products manufacturing and services Company based in Thiruvananthapuram, Kerala, India under the Union Ministry of Health and Family Welfare, HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 7 manufacturing units, 5 subsidiary companies and having presence in more than 100 countries, HLL is positioned as a total healthcare solution provider catering to the well-being of the society at large.

Department : HR DEPARTMENT, CORPORATE HEAD OFFICE TRIVANDRUM

Tasks :

1. Conceptualizing & Implementation of policies for effective management of available human resources and development of human capital across the organization.
2. Strategizing the long / short term directions by forecasting the future manpower requirement and designing plans for acquiring requisite skills and competencies and developing right model of engagement.
3. Implementation of effective Performance Management System & Appraisal Process in the organization, Career Planning & Succession Planning.
4. Aligning the job responsibility of marketing staff to the business plan of the organization.
5. Employee Engagement, Rewards and Recognition Programmes.
6. Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.
7. Organize Learning & Development Programs through Internal & External Resources, Evaluation of the Programs for effectiveness.
8. Institutionalising the Vision, Mission & Values of the Organization.
9. Benchmarking Compensation & overseeing Salary & Wage Administration.

10. Ensure a high level of understanding and compliance with existing Labour Legislation and propose amendment as and when necessary.
11. Handle contract Labour without legal implications to the Organisation.
12. Implemented Preventive measures to restrain industrial disputes.
13. Manage the process of all new employee contracts within the region for both contractual and regular positions for sites and office employees
14. Handle labour welfare activities. 100% compliance with statutory requirements.
15. Grievances Handling & Employee counselling, including their social issues.
16. Leadership Development Programs, Business Process Improvement Initiatives.
17. HR Administration, Operations Management & Statutory Compliance Management
18. Overseeing Implementation of HR systems - Appointment letters, Increment, up gradation, transfer, Sanction of Communication of circulars. E-HRIS maintenance, Disciplinary Proceedings, Operational issues of HR.
19. Will be responsible for handing HR Operation of one or two business divisions of HLL

This position directly reports to Vice President (HR) who is the HR head of HLL.

Requirements

Maximum Age : 50 Years as on 01/12/2021

Scale of Pay (For Regular Appointment): Rs.32900 - 58000/- (Under Revision)

Annual CTC: DVP - Rs.13.4 lakhs (approx.) at the minimum of the scale.

Qualification

Essential: Regular full time course in MSW (PM&IR) / MA (PM&IR) / MBA in HR / MHRM / PGDPM or equivalent from a recognized University / Institute

Desirable: LLB

Post Qualification Experience

Essential: Minimum 15 years (for DVP) relevant experience in HR, out of which 5 years holding independent charge of HRD, Personnel and Industrial Relation functions preferably in Manufacturing / Marketing sector. The candidate should be well versed with all aspects of HR Management and should have sound knowledge of Labour Laws. He should possess sound understanding of HR challenges, latest HR trends / best practices in the industry, excellent organizing skills, ability to work under pressure and manage priorities. The candidate should act as a Change Agent for Organization Development.

Knowledge of local language is essential.

Desirable: Experience in operating HR systems through SAP

No. of Positions : 01

Posting Location : HLL Corporate Office Trivandrum

Contract Type : Regular