

NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

Job description for the post of 'Senior Manager-HR & Administration'

COMPANY PROFILE

Government of India (GoI) is developing various Industrial Corridor Projects as part of National Industrial Corridor Development programme.

National Industrial Corridor Development and Corporation (NICDC) Limited, a Special Purpose Vehicle has been set up for coordinated implementation of the industrial corridor projects across the country. NICDC has been mandated to act as the Project Development Partner or Knowledge Partner to all Project SPVs, State Government agencies and Central Govt. for the implementation of industrial corridor projects.

In addition to above, NICDC has been engaged as Project Management Agency (PMA) by Ministry of Textiles for PM MITRA Scheme.

NICDC is also acting as the Knowledge Partner for India International Convention and Exhibition Centre Limited (IICCL), a 100% Government company under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry.

KEY RESPONSIBILITIES

- Develop and implement HR strategies aligned with organizational goals.
- Oversee overall administration and human resource management.
- Prepare project status reports on a weekly and monthly basis.
- Design and implement HR policies in line with organizational objectives.
- Monitor HR trends and adapt strategies to ensure competitiveness in the market.
- Lead end-to-end recruitment processes, including sourcing, screening, and onboarding.
- Manage contractual systems, including handling commercial contracts.
- Drive employee engagement and welfare initiatives.
- Ensure compliance with labor laws and effectively manage industrial relations.
- Conduct audits to maintain HR and admin compliance.
- Adhere to statutory and regulatory requirements.
- Identify training needs and design employee learning and development programs.
- Manage processes related to annual increments, promotions, transfers, and separations.
- Address employee grievances and mediate disputes effectively.
- Oversee payroll management and address compensation-related issues.
- Supervise facilities management, office operations, and vendor management.

- Liaise with government authorities and officials on various administrative matters.
- Manage workplace safety, security, and infrastructure requirements.
- Utilize analytics to predict trends and proactively address workforce challenges.
- Perform additional duties as assigned by management from time to time.

MINIMUM REQUIREMENTS

- **Nationality:** Indian
- **Age:** Candidate should not be more than 40 years as on last date of submission of application.
- **Academic Qualification:** Graduate degree in any discipline. MBA or Post Graduate Degree (full time) with Specialization in Human Resource Management (HRM), Personnel Management (PM), or Industrial Relations (IR) from recognized University/Institution.
- **Experience:** Minimum 10 years of post-qualification experience.

KNOWLEDGE AND SKILLS

- Administration, HR related knowledge.
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organizing resources and establishing priorities.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- Decision making and Analytical ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Senior Manager -HR & Administration**” and reporting will be directly to the Department Head and to other senior officials of NICDC Ltd. The job location will be Delhi/ NCR.

Pay Level: Rs. 70,000-2,00,000 (approx. CTC 21 lakhs per annum)

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., www.nicdc.in (Careers> Current Opening>Apply Now) till **11th February 2025** by 17:00 HRS. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend a suitable candidate depending on requisite eligibility criteria.

DISCLAIMER: This is not a Government job as NICDC is not a Government Company and Management reserves the right to close or cancel the current process without assigning any reasons thereof.

Note: A legal action shall be taken against the candidate who furnishes any false/ incorrect details in the resume or at any stage of the recruitment process.