



SEARCH
Society for Education, Action and Research in Community Health



Organization Profile

History: Inspired by the life and philosophy of Mahatma Gandhi, and equipped by their medical training in India, and subsequent, training in public health and research at the Johns Hopkins University, the doctor couple Abhay and Rani Bang, founded Society for Education, Action and Research in Community Health (SEARCH) in 1986. SEARCH is a Non-Governmental Organization (NGO) working in the poorest, semi-tribal district, Gadchiroli, in the state of Maharashtra, (India), 1000 km away from Mumbai.

Vision: SEARCH's vision is 'Aarogya-Swaraj' which means 'People's Health in People's Hands', by empowering individuals and communities to take charge of their own health, and thereby, help them achieve freedom from disease as well as dependence.

Mission: Mission of SEARCH is service, training, empowerment and research in health of the communities as expressed in its name.

Headquarters: Of SEARCH is 'Shodhgram', located 17 km from the district headquarters of the Gadchiroli district. The campus, spread over 47 Acres, is modeled over a mix of Gandhian Ashram, tribal village and modern facilities. It has more than 80 buildings including hospital, research center, training centers, training hostels, library, administrative offices, guest houses, tribal museum, community centers, mess cum dining facilities, residential facilities for 120 staff, solar plant, playground, organic farm and a small lake.

With a team of 150+ professionals and 150+ Community Health Workers, SEARCH has emerged as one of the most reputed and credible grass root service and research organization in India. SEARCH strives to make important breakthroughs to solve public health problems in India and around the world, over past 36 years by:

1. 120-bed hospital providing health care to 55,000 patients annually from 2500 villages. Specialist OPDs, tele-consultation and subsidized surgery camps are also organized along with existing services to ensure enhanced health services for poor patients.
2. Community health services in 125 villages.
3. Home-based mother, newborn & child care in 88 villages.
4. Prevention and deaddiction of alcohol and tobacco across 1400 villages of Gadchiroli district.
5. Life skill and reproductive health education for youth and women across Maharashtra.

6. Conducting rural health care research to improve rural health services and evidence-based advocacy to influence policy.
7. Training of trainers from different parts of the country and abroad for implementation of the Home-based newborn care program. HBNC is India's national policy implemented through 8 Lakh ASHA across the country.
8. 'NIRMAN', the social leadership development program for youth across India.
9. Mental health services to patients at hospital, block and village level.
10. Tribal health services to 13,000 tribal individuals in 48 villages through community health workers.
11. Mobile Medical Unit to provide diagnostic, preventive, curative, and referral services in tribal villages.
12. Spine and Joint health care to reduce musculoskeletal pain, burden and disability in Gadchiroli.

Job Specifications:

1. Position: Human Resource Development Manager
2. Direct Reporting: Director, SEARCH
3. Location: Shodhgram, Campus of SEARCH in Gadchiroli district

Key Roles:

Part 1: Training and Development

1. Creating a training and handholding process for each department after discussing with the team/program leaders on the specific position needs and evaluation of the same.
2. Identifying the areas of improvement in staff of each department, mapping it with the offerings of institutes that are associated with SEARCH, formulating training plans and organizing the same with active participation of the respective department leaders.
3. Training impact assessment and exploring the scope of further training.
4. Connecting eminent individuals associated with SEARCH to young professionals for mentorship.
5. Developing a transparent Performance Management System for SEARCH that includes Employee Development Programs as well as a plan for performance development and appraisal of each employee.
6. Assists with the development of and monitoring the spending of the training budget.
7. Acculturation of professionals to the way of life at Shodhgram through past and current stories, rituals and activities to create a bond and sense of belongingness to the community.
8. Organizing various activities, cultural events and interactive sessions that can help nurture the professionals of SEARCH.

Part 2: Employee Relations

1. Formulates and recommends policies and objectives that are essential to ensure employee wellness and nurture a positive working environment.
2. Creating a transparent and uniform 'code of conduct' manual based on the values and norms of SEARCH and implementation of the same.

3. Determine and recommend employee relation practices to establish strong employee-employer relations, that would boost the morale of employees and encourage them to contribute to the cause of SEARCH for longer terms.
4. Coaching and mentoring of team leaders/ supervisors/managers to ensure that communication, feedback, recognition, and interaction with employees who report to them are ethical, legal, honest and effective.
5. Enhancing the grievance redressal mechanism for the employees of SEARCH.
6. Schedule and conduct job evaluations and take
7. action to improve employee's experience.
8. Creating a database of job profiles of spouses of every staff member and actively exploring opportunities for them within the organization based on our requirements.
9. Ensuring that all policies and practices of SEARCH are inclusive and diversity friendly.
10. Ensuring that the staff are in an excellent state of emotional and mental well-being.

Part 3: Recruitment Management, Induction & Onboarding

1. Establish a standardized hiring and recruitment practice which includes creating a Recruitment Data Base Management System and leading the hiring process of the organization to ensure hiring of quality professionals who would stay for a long term.
2. End to end management of recruitment process for all departments (this includes creating and circulating JDs, shortlisting candidates, conducting the first round of interview, salary negotiation, coordinating with other department leaders for subsequent interview rounds and sending the offer letter).
3. Ensuring that the organizational culture and practices are clearly communicated to candidates during the interview.
4. Establishing a concrete induction process and HR manual where the ethos of the organization will be clearly communicated to the newly recruited.
5. Executing the onboarding process as per the guidelines of the organization.

Part 4: Benefit and Compensation

1. Creating a fixed salary structure, payment policy and overseeing the existing appraisal system and suggest changes.
2. Doing competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
3. Monitors all pay practices and systems for effectiveness and cost containment.
4. Exploring additional benefits that we can offer to our employees to enhance their satisfaction and retention apart from what is already offered.
5. Creating an employee retention strategy based on the nurturing opportunities and benefits offered, while working in SEARCH.

Candidate Profile

1. Master's degree preferably in Human Resources Management, Business Administration, or bachelor's degree in any of the three with relevant experience in HR Management.
2. Minimum three years of relevant experience in human resource management with a proven track record in learning and development, employee retention and employee wellness.
3. Minimum commitment of 3 years.

4. Sharing the values of SEARCH and a passion for development sector, strong desire to serve people and an understanding of the social impact space would be essential including willingness to work for long term.
5. Excellent networking and relationship building skills, presentation skills and communication skills.
6. Good market research skills and understanding of the current trend in the social sector.
7. Language proficiency: English (required), Hindi(required) & Marathi (preferred).

Benefit package

1. Salary: Negotiable as per qualifications and experience of the candidate.
2. Annual increment: Due each year as per the policy of SEARCH.
3. Accommodation: Will be provided in the campus as per need (single or family).
4. Other benefits: Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
5. Growth of the Individual: SEARCH strives to create a clear path for career progression for the Professional by providing learning opportunities through mentoring by eminent medical professionals, courses, workshops and field visits.
6. Health Care: Primary & secondary medical care provided free of cost in the hospital of SEARCH for staff, as well as immediate family members.
7. Education of Children: Free pick up and drop back facility for children in school at Gadchiroli town (with CBSE school till 12th standard).
8. Scholarship to children of the Staff for higher education as per policy of SEARCH.
9. Spouse: SEARCH considers the position of Spouse of the candidate empathetically, and though not assured, strives to explore appropriate job for the spouse based on the need and competencies of the candidate.
10. Leave: 16 days summer vacation + 7 days Diwali vacation + 7 casual leaves + 12 public holidays in a year.

Note: The probation period in SEARCH is one year.

Send applications to: hr@searchforhealth.ngo

- Mark ‘for the post of Human Resource Development Manager’ in the subject line of email.
- For specific queries, call at: 7034616997

Visit our website at: <http://www.searchforhealth.ngo/>