



## About Peepul

Peepul is an education-focused non-profit. Our work is aimed at transforming children's lives through quality education. Formerly known as **Ark India**, we have been in India since 2010, and have partnered with government and non-government agencies to execute high-impact education programmes, focused on raising the standard of education in government schools. Our mission is to provide a high-quality education that helps every child achieve their potential.

We started supporting our first school in July 2015 in Lajpat Nagar III, South Delhi, in partnership with the South Delhi Municipal Corporation (SDMC), which runs 581 primary schools. We began with only 9 students enrolled in the government school across KG and Grade 1. Through our interventions and focus on quality, we dramatically increased enrolment over a two-year period to over 450 students. In addition to enrolment, we have seen 95% retention rates, 78% attendance rate, and strong attainment in learning outcomes with 76% of our pupils meeting or exceeding grade-level expectations.

The success of this school enabled us to start supporting two more schools in July 2017, in Amar Colony and Jeevan Nagar. We now directly impact over 800 students across our schools' network. In addition to this, we are partnering with the SDMC to conduct an in-service teacher training programme working with 450 SDMC teachers across 105 schools to build their skills in the classroom, thereby indirectly impacting ~16,000 students.

Our aim is to create systemic impact and develop a replicable set of practices codified as "The Peepul Way" that can be adopted by government systems to improve classroom practice. As we continue to grow this year, we are broadening our reach to additional states and Corporations with the aim of working with 150 schools, 1,000 teachers and 24,000 students in 2019.

**Website:** <http://peepulindia.org/>

### Job Description: HR Officer

**Reports to:** CEO

**Location:** New Delhi, India

**Start date:** March 2019

**Salary:** Commensurate with experience

We are looking for a Human Resource Manager, who will carry out all duties related to Human Resources for the organisation.

### Key Responsibilities:

- Lead the recruitment function for Peepul, from managing the applicant's database to find the right candidates for the organisation. Create HR processes that ensure that every candidate who applies to Peepul has a good experience during the interview process.
- Manage the hiring and induction process including pre-assignments, telephonic screening, interviews, induction and oversight/support during the probation period.
- Develop organisational processes and policies that are in compliance with the law. Align the organization's practices in tune with the labour laws, tax laws, permissible working hours, minimum wages, and a no-discrimination policy.
- Improve staff retention, ensure productivity of the staff by resolving conflicts, increase staff participation in decision making, design, develop and deliver training materials and content for bespoke training sessions at every level for the team.
- Collaborate with all multi located Peepul teams/offices to introduce consistency in HR practices and culture.
- Work closely with the Senior Leadership Team to evaluate and strengthen talent management practices
- Ensure HR-related documentation of the Peepul team is organised and accurate, backed up and fully compliant.
- Design and implement an effective Performance Management System to regularly evaluate employee performance and help identify professional development opportunities for staff members. Evaluate the performance of employee on a bi-annual basis, using the appropriate HR platform and IT system.
- Coordinate and help Programme Leads develop/finalize Individual KRAs/Goals and ensure that they are in line with the organisation's goals
- Develop and implement the annual increment cycle, with appropriate incentives in place to reward high-performing and high-potential employees.
- Conduct exit interviews, collect feedback and proactively suggest ways in which organisational practices can be improved.
- Monitor attendance and track leaves, travels, manage clock-in/out time to avoid late arrivals and track overtimes and half-days. Share with Finance team to calculate consultancy based on attendance.

### Qualification and Qualities:

- Master's degree in Human Resources or equivalent field.
- A minimum of 4-6 years of experience in independently handling the HR in the development sector.

### Experience and Skills:

- Demonstrated ability to build excellent relationships with people to maintain a healthy, safe, and fun work environment
- Excellent written and verbal communication
- Giving close attention to details and demonstrated ability to handle sensitive or confidential information
- Motivated to learn rapidly and is naturally proactive (happy to learn new technologies)
- Takes ownership and pride over the quality of work as an individual and team member

### Personal Attributes:

- Strong alignment with Peepul's mission of providing quality education and building stronger education ecosystems in India
- Ability to negotiate and achieve consensus with key stakeholders.
- Ability to creatively solve challenging problems in the application of research and evaluation methods without extensive structural or operational support.
- Self-starter who will thrive in a start-up setting by taking ownership and initiative
- Ability to work effectively with colleagues based in different geographies and time zones
- Openness to listen, learn and contribute beyond the confines of this role
- Hard working, detail orientated, tenacious and systematic
- Enthusiastic to do whatever it takes willing to take personal accountability for delivery
- Enjoys working under pressure: flexible, highly organized and able to prioritize work to meet deadlines.

### Recruitment Process

#### Application Process

To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to [indiarecruitment@arkonline.org](mailto:indiarecruitment@arkonline.org), **ensuring you specify the role you are applying for in the subject line of the e-mail**. Please include the details of at least two referees within your application.

#### Selection

The selection process will involve written tests/assignments and interviews with the senior management of the organization.

#### Reference checking & Probation

As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.

## More about Peepul

### Who we are and how we work:

One principle unites us in all our endeavours: we put children first. We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we'll have to say or do things that are hard for us and for other people. All our actions are driven by what is best for the children we work for.

### We are:

- **Restless**  
We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.
- **Reflective**  
We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.
- **Resilient**  
We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

### When we work, we:

- **Aim high**  
We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at ARK does the same. We don't accept excuses, and we don't make excuses.
- **Use rigorous research**  
We use the latest research and data in all our work, and we scrutinise our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.
- **Work smart**  
We work hard to achieve our aims. But, more important, we work smart. We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.



- **Work as a team**

Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.