When you work with Pravah you walk the thin line between…

Work and Fun

Sacrifice and Social Responsibility

Indiscipline and creativity

Hindi and English

Black and White

Right and Left

Me and We

ABOUT PRAVAH

Pravah(https://www.pravahindia.org/) was formed in 1993 with the mission to work on 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescent and youth). We believe that social change is effected through deep mind-set change of individuals and along with the empowerment of the socially excluded it is imperative to hugely shift the attitudes of individuals in powerful decision making positions in order to change the social structures that marginalized communities.

It is kept alive by an active and engaged Governing Board and a strong and professional executive team, and is being fulfilled through the design and delivery of innovative experiential learning and action programs with diverse groups of young people across the country. We also train teachers, support youth led initiatives, incubate new organizations and partner with other organizations to mainstream youth development and active citizenship by providing organizational development and programmatic support. We are also engaged in influencing public policy in the field of youth.

More often than not, young people are preoccupied in four spaces that society legitimizes them to inhabit. These are 1) Family 2) Livelihood/Education 3) Friends, and 4) Leisure (which includes entertainment, worship and sports
among others). There is one very vibrant space although quite marginalized that young people also occupy, which we call the 5th Space - a concept to inspire and facilitate young people to expand beyond the typical 4 spaces of career education, family, friends, and leisure by creating this space in the

mentioned four spaces through exploring a journey from self to society and back. This is where young people understand themselves and engage in social action. It focuses on the self-transformation of youth as much as on transforming society through them. The 5th space is co-owned and co-led by young people and adults, provides deep cross-border experiences (including across borders of caste, class, gender, and religion), and is a space for 'refl-action' (wherein the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Annually, our total outreach is approx. 15000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with around 100 partners.

So when you work (we prefer to call it 'walk' with us), you work with many others - young people, teachers, other organizations, and the larger civil society – all from as diverse worlds as you can imagine.

Pravah is currently on a new curve of expansion – both in size and the scope of its interventions. To support it, many exciting opportunities have arisen for the engagement of inspired and committed people with diverse levels of skills and experience in Pravah.

In the current phase of our journey, we are looking for inspired and committed fundraisers to work with us. Read on to know if it could be you!

Job Description – Associate Consultant – Human Resources

Location: New Delhi
Type: Full time

Responsibilities include:

1. Recruitment & Onboarding

- Coordinate end-to-end recruitment: role briefs, job postings, sourcing, shortlisting, interview scheduling, feedback collection, coordination and documentation.
- Maintain updated candidate and talent databases and recruitment trackers.
- Plan and run induction for new joiners, including orientation, welcome kits, introductions to teams and the first 90-day check-ins.
- Coordinate exits: resignation formalities, handover, exit interviews, clearances and records.

2. Performance Management

- Support the annual and mid-year performance review cycle by sharing formats, tracking timelines, collating inputs and following up with teams.
- Maintain records of goals, reviews, feedback and probation or confirmation status.
- Flag themes and patterns from reviews to the HR lead and senior team.

3. Learning & Development

- Identify learning needs with team leads and help prepare an annual L&D calendar.
- Develop, design and facilitate workshops and experiential learning sessions for staff.
- Coordinate external trainers and training institutes, and manage session logistics.
- Track participation and collect feedback to improve future programmes.

4. Employee Engagement & Culture

- Plan and run engagement activities, team-building sessions, celebrations and recognition initiatives.
- Run regular pulse checks and feedback channels, and share insights with leadership.
- Help build a culture of trust, inclusion and growth, in line with Pravah's values and ways of working.
- Build strong, approachable relationships with all Pravah team members, acting as a first point of contact for HR queries.

5. Policy, Compliance & Safeguarding

- Support the regular sharing, review and implementation of all HR policies, including the POSH, Child Protection and Safeguarding policies.
- Coordinate orientations and refreshers on these policies for new and existing staff.
- Maintain complete, confidential and up-to-date personnel files and documentation for compliance and audits.
- Track statutory and organisational compliance timelines (contracts, declarations, renewals, policy acknowledgements) and flag gaps.

6. HR Operations & Administration

- Maintain employee records, the HR database, attendance and leave records, and the employee directory.
- Manage admin components: resource materials and supplies, and internal communication such as circulars and announcements.

7. Leadership Support & Internal Coordination

- Support senior leadership in coordinating internal processes, meetings and follow-ups.
- Work with programme and cross-functional teams so HR processes are understood and followed.
- Participate in organisational processes and cross-team activities.

8. External Partnerships & Networks

- Build and maintain relationships with educational institutions, NGOs, training institutes, recruitment agencies and other partners.
- Use these networks for sourcing talent, internships, fellowships and learning collaborations.

9. Documentation & Reporting

- Prepare regular HR reports (headcount, hiring status, attrition, leave, training, compliance) for the HR lead and leadership.
- Document processes, SOPs, templates and learnings so systems stay consistent and easy to hand over.
- Keep all HR data accurate and confidential.

We are looking for a person with:

- A postgraduate/ graduate degree with 0.5-2 years of work experience.

- Very good communication, writing and presentation skills (written and verbal) and the ability to work under pressure. Good design (software like Canva, Powerpoint, Mindmap) and computer skills (Microsoft office) will be advantageous.
- Ability to think creatively and have a good story-telling ability
- Has a strong commitment to youth leadership and social justice issues; and a passion for leading exciting media campaigns on youth development
- Ability to inspire and be inspired, keep commitments, go-getter and chase co-created targets, think out of the box, build relationships, and be open to learning
- Capacity to strengthen systems and processes including databases and computer-based communications and effectively coordinate meetings and events.
- Willingness to travel
- Fluency in English and Hindi.

** *We are looking for people who are willing to make a minimum of a 2 year commitment to Pravah. We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision.*

If you are interested in working towards nurturing youth and adolescent leadership and think you will be a good fit for the position, please send your CV along with a cover letter to **jobs@pravah.org** with the subject line: **Associate Consultant – Human Resources**