



Position: Director, People and Culture

Location: New Delhi

Reporting: Executive Director

Founded in 2000, CREA is a feminist human rights organization based in New Delhi, India. CREA works at community, national, regional, and global levels and is one of the few international feminist organizations based in the global South. CREA focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence, and advancing the human rights of 'structurally excluded' people.

What does life in CREA Mean

We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.

If you are ready to challenge the system when needed, you could be one of us.

If you ask questions, are curious, and have a hunger for learning, you will thrive at CREA.

Constant learning, sharing of knowledge, is an expectation that team members have from CREA, and CREA from its team members. It demands our people to be connected, innovative, agile and quick to change.

When you walk into CREA, you need to be prepared for a workplace that is of high quality, is creative, edgy, and dynamic.

Overview and Role

CREA wishes to be a place that consistently attracts and retains committed, highly competent, self-driven talent.

Our work and impact is growing and we are now engaged in multiple countries and multiple global platforms, while remaining deeply rooted in the global South. Our talent today is based out of 7 countries and 3 different time zones.

If and when we return to in-person working in Delhi, 25-30% of our current talent is already, and will be remote and virtual.

The Director, People and Culture will :

1. Work closely with the Organization Management Team to conceptualize talent management strategies and processes that are aligned with CREA's vision, values and culture.
2. Facilitate organization structuring/restructuring to align with growth.
3. Ensure that all employees, irrespective of their location and function, experience and align to the culture of the organization.
4. Create and implement systems and processes that align to new ways of working in virtual and hybrid environments.
5. Facilitate learning experiences that help CREA employees expand sectoral knowledge and grow their skills as leaders and influencers.
6. Oversee HR operations and manage the team.

The position will work closely with the Organization Management Team (OMT) and report to the Executive Director.

Responsibilities

Talent Management

- Be responsible for the hiring process and facilitate timely and high quality recruitments including signing off on JDs, assessment of prospective candidates and negotiations with selected candidates.
- Design and implement a best in class onboarding process.
- Regularly benchmark CREA's Compensation and Benefits policies and ensure that CREA's policies are equitable and just.
- Be responsible for a 'leadership pipeline' that is aligned to organization and individual needs.
- Participate in coaching and counselling of employees in a general way and recommend external coaching and counselling when required.
- Responsible for strengthening CREA's employer brand within the sector.
- Work with the ED directly for managing senior talent.
- Conduct exit interviews.

Culture Officer

- Conceptualize and execute employee engagement initiatives that help employees experience and align to culture.
- Runs internal communication focused on work practices, policies, changes, culture, people related announcements.
- Create and support structures that help enhance employee wellbeing within an organizational context.
- Ensure that all policies and practices are aligned to the culture.

- Ensure that there is a common understanding and alignment to the culture across all geographies and functions.
- Serve as conscience keeper of the OMT with respect to the culture, values and 'voice of the employees' of CREA.
- Ensure that CREA becomes a 'learning organization' – including regular learning events and platforms, focused training and development, engaging with external consultants.

Organizational Development

- Engage with consultants as required for specific OD processes.
- Be responsible for a dynamic process of organization design that adapts to the changing and growing needs of CREA.
- Own and run 'change management' programs as required when affecting any significant change in organization.

Oversight

- Manage team member responsible for administrative and operational aspects of HR.
- Oversight of the Performance Management System (KRA/KPI, reviews, 360s, appraisals), run operationally by team member.
- Any conflict resolution that is escalated or persistent.
- Policy implementation.
- Special role in Sexual Harassment, Whistle-blower, Anti-fraud and other 'integrity' linked policies.
- Be responsible for employee safety and wellbeing.

Knowledge, Skills and Attitudes Desired

- Proven experience in putting in place HR systems and processes.
- Has worked as an HR partner to the organization's leadership team and has experience in translating organization strategy into HR strategy.
- Understands organization design and has experience of structuring/restructuring.
- Is familiar with the not-for-profit space and knows the best HR practices in the sector.
- Understanding of employment law in various geographical contexts.
- Highly developed verbal and written communication skills.
- Good coaching and counselling skills.
- Ability to analyze data and derive insights on people related issues.
- Is a good listener, patient, approachable.
- Connected with various HR networks and learning forums.
- 12 years+ experience of which at least 4 have been in a leadership role.
- Minimum of a Bachelor's Degree.
- Preference will be given to candidates who have experience of dealing with high calibre talent, independent charge and managing a small team.

CREA promotes pluralism and equal opportunity, and is committed to diversity in its staffing and to the maintenance of an environment free of discriminatory employment practices.

CREA's policy is to provide equal employment opportunities to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity. A generous benefit package is included.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by 20 June 2021. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA.