

**Post: Head-Human Resources**

**Job Purpose**

- The objective of this role is to develop, define and implement the HR strategies in line with GAIMS strategy through focused development of HR systems and processes and facilitating development.
- To identify, plan and implement initiatives and processes; thereby institutionalizing the impact of the change transformation exercise.

**Accountabilities and KPIs**

No.	Key Accountabilities
1.	Responsible for ensuring that the HR practices, programs and processes such as compensation, benefits, training and development, performance management, organizational design, leadership development, recruiting, staffing and selection etc. are aligned with and drive organizational and individual performance.
2.	Responsible for developing systems and process for attracting, developing and retaining talent.
3.	Responsible for Human Resource organizational planning to evaluate structure, job design, manpower forecasting & budgeting and succession planning.
4.	Responsible for identifying, recommending and facilitating deployment of employee relations practices necessary to establish a positive employer-employee relationship.
5.	Plan Teaching ,Non-Teaching and Nursing staff requirements and recruit them in a timely manner as per NMC/NABH requirement.
6.	Responsible for driving and facilitating Performance Management.
7.	Responsible for establishing salary structure, pay policies, performance appraisal programs, employee benefit programs and service.
8.	To ensure timely disbursement of Salary and F&F as per policy.
9.	Responsible for identifying and facilitate fulfilment of training requirement to develop employee potential.
10.	Ensure updating of JD/KRAs/organograms for all positions.
11.	To prepare Annual HR Budget & MIS.(Monthly/quarterly /Half Yearly)
12.	To maintain complete employee life cycle from hire to retire by ensuring proper exit formalities & submit the feedback analysis to the management.
13.	Enforce discipline in GAIMS through timely disciplinary action.
14.	Responsible for statutory compliance & contract labour management.
15.	To ensure HR compliances of NABH / NMC.
16.	To perform other responsibilities given by the management.

**Competencies**

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<b>A. Behavioral Competencies</b>
▪ People Management Skills
▪ Good Communication skills
▪ Customer orientation
▪ Innovation and creativity
<b>B. Role-specific Competencies (4-8 most crucial)</b>
▪ Manpower Planning and Talent acquisition
▪ Compensation Management
▪ Training and Development
▪ Performance Management

Experience & Educational Requirements	
<b>EDUCATIONAL QUALIFICATIONS:</b> (degree, training, or certification required)	<ul style="list-style-type: none"> <li>• MBA (HR)/MLW/MSW/PGDHRM from a reputed institute</li> </ul>
<b>RELEVANT EXPERIENCE:</b> (no. of years of technical, functional, and/or leadership experience or specific exposure required)	<ul style="list-style-type: none"> <li>• 12-15 years of relevant experience gained through increasingly responsible management positions within Human Resources</li> <li>• Generalist background with in-depth knowledge of employment, compensation, organizational planning, employee relations, and training and development.</li> <li>• Experience in managing administrative activities over dispersed locations and through third party agents</li> <li>• Change Management experience and knowledge</li> </ul>

Salary
<ul style="list-style-type: none"> <li>• Negotiable and as per the company norms. PF, Bonus &amp; Gratuity as per statutory norms.</li> </ul>

Interested candidate may send their application with detailed resume to:  
**Gujarat Adani Institute of medical Sciences,**  
 G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001.  
 or email on: [recruitment@gaims.ac.in](mailto:recruitment@gaims.ac.in)