

## Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building, and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukht Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukht Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), State National TB Elimination Program (State NTEP) and Local Funding Agent (LFA).

KHPT is seeking application for the following position

## HR Manager

**Positions: 1**

**Location: Bengaluru**

**Project Till: 31-Mar-2027**

### Position Summary

The HR Manager will lead end-to-end HR management for the Impact India Project, with responsibility for strategic workforce planning, recruitment, onboarding, payroll administration, compliance, employee engagement, and performance management. The role will ensure alignment with donor guidelines, statutory labor laws, and KHPT's policies, while enabling operational efficiency and supporting the overall success of the project.

### Qualification, Skills & Competencies

- Master's degree in Human Resources, Business Administration, or related field.

- Minimum 8–10 years of HR leadership experience, preferably in large projects or donor-funded programs.
- Strong knowledge of labor laws, HR compliance, recruitment, and payroll systems. Familiarity with The Global Fund guidelines will be an added advantage.
- Demonstrated ability in strategic thinking, problem-solving, and multi-location HR management.
- Excellent interpersonal and communication skills with a track record of building positive employee engagement.

## **Roles and Responsibilities**

### **Strategic HR Leadership**

- Develop HR strategies aligned with project objectives and donor compliance requirements.
- Provide advisory support to project leadership on workforce planning and organizational development.

### **Recruitment and Onboarding**

- Lead end-to-end recruitment to ensure timely deployment of project staff.
- Draft job descriptions, manage advertisements, shortlist candidates, and facilitate interviews.
- Oversee smooth onboarding for all new hires

### **Induction & Staff Orientation**

- Design and deliver structured induction programs covering:
  - KHPT policies and procedures
  - The Global Fund compliance requirements
  - Code of conduct and workplace ethics
  - Role-specific responsibilities and deliverables
- Ensure 100% induction completion for new hires within two weeks of joining.
- Conduct refresher sessions to reinforce compliance and organizational culture.

### **HR Operations & Personnel Management**

- Maintain accurate personnel records and ensure adherence to state and national labor laws.
- Serve as the HR focal point for all project HR-related matters.

### **Payroll & Benefits Administration**

- Oversee payroll processing in compliance with statutory requirements (PF, ESI, PT, TDS).
- Manage employee benefits in line with KHPT and GFATM guidelines.

### **Attrition Management & Retention Strategy**

- Track & report attrition trends and analyze underlying causes.
- Develop and implement retention strategies, including:
  - Employee engagement initiatives
  - Career development plans
  - Structured exit interviews and feedback analysis

### **Compliance and Reporting**

- Ensure compliance with statutory labor laws, KHPT policies, and donor requirements.
- Prepare and submit periodic HR and payroll reports, including compliance updates and attrition analysis.

### **Performance Management and Capacity Building**

- Implement performance appraisal systems for all project staff.
- Identify capacity gaps and coordinate skill-building workshops and training programs.

### **Grievance Handling and Workplace Conflict Resolution**

- Establish a transparent and accessible grievance redressal mechanism.
- Ensure timely and fair resolution of grievances as per policy guidelines.

**Note:** The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on project requirements.

### **Reporting**

The HR Manager will be reporting to the Project Director (PD), Impact India, New Delhi or person designated.

### **Remuneration**

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

**KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.**

**We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

**The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.**

## **How to apply**

**Prospective candidates should submit their applications by clicking the ["Apply Online"](#) button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.**

**The deadline for submissions 25<sup>th</sup> September, 2025.**

***P.S: Interested candidates are encouraged to apply at the earliest, as interviews will be conducted on a rolling basis and the position will be closed once a suitable candidate is found. Immediate joiners will be preferred.***