

## DAIS

### Job Description of HR Associate

The HR Associate is responsible to the Head, Human Resources to ensure the smooth and efficient organization and management of the HR Department.

#### **Key Responsibilities**

##### **Recruitment**

- Support the recruitment process for DAIS staff (teaching and non-teaching) and contract staff at DAIS.
- Coordinate shortlisted candidates for face to face interviews, Skype/MS Teams interviews, Demo lessons, final interviews and prepare offers.
- Coordinate with the Background Verification Agency and the candidate to ensure that all new joiner background checks are done.

##### **New Staff Orientation**

- Assist the New Staff orientation at the time of joining.
- Completing new joiner formalities.

##### **Employee Records**

- Maintaining Master data of DAIS staff, Pre-employment medical check fitness report, Telephone list, Birthday list, Diwali list, Longevity list, employee confirmation list, employee number list, Admission undertakings detail, PD Bond, HT data. Expatriates passport validity, visa validity, C form, and Residence proof letters.

##### **Expatriates Management**

- Prepare documents for employment visa, appointment letter printing, arranging Residential Permit, registration with local police station for arrival & departure etc. Visa extensions. Letter for PCC.

##### **Professional Development**

- Maintain Master data with PD request form and Bond if necessary. Organise logistics like Ticket booking, accommodation, visa etc. for foreign/ domestic travel. Complete the registration of workshop when required. Keep a track of the payment approval note, three years data etc. for the workshop.
- Coordinate with FC&A team for timely vendor payments.

##### **Final settlement**

- All work related to full and final settlement. Experience letter and final clearance.

##### **House Allotments**

- Keep a track of allotment of company accommodation to the teachers.

**Travel related**

All arrangements. Including Visa, Medical insurance and accommodation for Trips which are PD related and expat travel. Vacation air ticket booking for expatriates and keeping a track of it.

Such other duties as may be assigned by the Head, HR within the terms of employment.