



The **PRESIDENT** of the Alliance Française de Bangalore (AFB) invites the application for the following post :

Job Title:	HR MANAGER	Job Category:	Administration, HR, Public Relations
Duration	1 year (3-month trial)	Position Type:	Contract basis/Bangalore
Starting date	01/02/2025	Contact:	Director AFB

JOB DESCRIPTION

SPECIFIC FUNCTION 1: *assisting relations & communication with the Executive Committee*

- Organizes EC meetings & the General Body Meetings.
- Prepares, in close collaboration with the Director/General Secretary, working documents for the above-mentioned meetings (agenda, minutes...).
- Keeps up to date the records and registers the minutes of the meetings in close collaboration with the Director/General Secretary and the President.
- Communicates with the District Registrar of Co-Operative Societies in close collaboration with the Director/General Secretary. Kannada knowledge (To read, write and speak) is mandatory.
- Takes dictation from the President; Treasurer Director/General Secretary if required.

SPECIFIC FUNCTION 2: *Managing the administrative staff of the AFB*

- Monitors all the employees of AFB.
- Supervises the normal working of the administrative staff (actual work done as compared to the work profile, attendance, punctuality, biometric data etc.). Report to the Director/General Secretary.
- Draws up contracts for the staff and maintains all the records.
- Draws up the annual list of holidays as per the Government of Karnataka's calendar of holidays and in relationship for the course Department.
- Follows-up of availed and remaining leave for each employee, updates the calendar of leaves.
- Prepares the employees' salaries in consultation with the Director/General Secretary
- Checks teachers' remuneration from the Course Coordinator and submits them to the Course Director and Director/General Secretary.

SPECIFIC FUNCTION 3: *Managing the building and material*

- Executes all tasks concerning purchase of material: requests and receives quotations, helps in selecting material of good quality, prepares purchase document, approval of received material, follow-up of maintenance contracts, etc., as per the AFB internal procedures inspired by KTPP Act of Karnataka.
- Liaises with the suppliers and compares the competitiveness of their prices.
- Under the supervision of the Director/General Secretary, executes all the administrative tasks concerning procedures related to the maintenance and repair services of the premises: requesting and receiving estimates, preparing purchase documents, supervision of schedule for execution of the services, definition of supervision modalities once the contractor has been selected, etc.

- Daily supervision of the state of the premises, both inside and outside, of the AF: checking the cleanliness, the safety and the solid quality of the premises, capacity to have any possible dysfunctions corrected without delay.

SPECIFIC FUNCTION 4 : *Supporting the other Departments in administrative aspects*

- Supervises the Front Office and checks the rental of the cultural spaces.
- Receives finalized contracts with corporates or other external institutions (schools, universities...) from the courses department, issues purchase orders and invoices and monitors payments.
- In charge of all procedures with regards to recruitment of foreign and Indian teachers (contracts, FRRO registration, PAN card procedure, insurance...).

WORK EXPERIENCE AND QUALIFICATION

- Bachelor's Degree from a recognized University.
- Minimum 3 years of work experience in Human Resource Management.

PROFESSIONAL SKILLS

- Sound knowledge of the working of administration in Karnataka
- Sound knowledge of Indian procedures with respect to commercial transactions (purchase of goods and services...)
- Excellent knowledge of basic office automation tools (Microsoft Office, e-mail, database...). Should be able to work on software used by the Alliance française.
- Notions of business communication.
- Excellent English and Kannada skills (read, write and speak). French basic level will be appreciated.

BEHAVIORAL SKILLS

- Strictly abides by the rules and regulations of AFB.
- Team spirit.
- Mature and patient person.
- Punctual.
- Capacity to interact daily in an intercultural context, to communicate easily with people of different nationalities and socio-professional backgrounds.
- Organized, methodical, adaptable.
- Respects confidentiality.

TIMINGS

Monday to Friday: 9.30am to 5.30pm

Saturday: 9.30am to 1.30pm

WORKING CONDITIONS

Consolidated Salary range from INRS 40,000/- to 45,000/-

THE SELECTED CANDIDATE WILL BE APPOINTED A CONTRACT EMPLOYEE FOR A PERIOD ONE YEAR INCLUSIVE OF THE 3 MONTHS PROBATIONARY PERIOD TO ASSESS HIS/HER PERFORMANCE.

MAIL YOUR CV + COVER LETTER to: recruitment.afbangalore@afindia.org