

Advertisement for Selection of Manager – HR & Admin for Indian Highways Management Company Limited (IHMCL)

Resume/CV is to be sent through Email to [careers@ihmcl.com](mailto:careers@ihmcl.com) latest by 24.10.2019 till 17:00 hours:

**Address for submission of CV's:**

**Manager – HR & Admin  
Indian Highways Management Company Limited,  
2nd Floor, MTNL Building, Sector-19, Dwarka,  
New Delhi – 110075**

**Role: Manager – HR & Admin**

**Brief Overview:**

**Indian Highways Management Company Limited (IHMCL), is a company incorporated under the Companies Act, 1956 with equity participation from NHAI, Concessionaire and Financial institutions for implementation of Electronic Toll Collection (ETC) system and other Intelligent Transportation Systems (ITS)/ Transportation related activities on National Highways on Pan India basis.**

**Job Profile**

IHMCL is currently planning to recruit a dynamic individual for the post of Manager- Human Resource & Administration. The selected candidate will be on probation for six months from date of joining and confirmation will be done by IHMCL based on his/her performance in writing. The individual will be responsible for overall gamut of HR and other day to day administration related work of the organization. He will be responsible for managing organizational change to increase employee satisfaction and productivity. HR policy formulation and amendments as per labour law.

**Qualification and Experience**

- a) MBA in HR stream from a reputed and recognized institute. All education must be on regular mode of study only.
- b) Minimum 5-7 years of experience in handling responsibilities related to organizational development, recruitment and staffing, employment law, performance management, employee relations, and compensation and benefits.
- c) Manpower planning –closely work with department heads to determine hiring needs.
- d) To be a part of full employment life cycle starting from recruitment to full and final settlement of the employee.
- e) Identifying training needs and proposing appropriate training required by personnel.
- f) Provide administrative support in day to day operations of the organization.
- g) Employee database management.
- h) Ability to handle RTI issues, Grievances, Disputes etc.
- i) Sound knowledge of MS-Office.
- j) Strong presentation, communication management skills.

**Proposed CTC: INR 8 – 12 LPA based on Experience**