

Vacancy: **Manager/Senior Manager, HR and Compliances**

On-site (New Delhi) | Full-Time

### **Sustainable Futures Collaborative**

The Sustainable Futures Collaborative (SFC) is an independent and non-profit research organisation that

- Analyses issues at the frontier of addressing climate change, managing the energy transition, and limiting environmental threats in India and globally;
- Informs policymakers, stakeholders and the public about key policy and governance levers, and their implications; and
- Accelerates the transition to an environmentally and socially sustainable future by enabling strategic action for systemic change.

### **Work Description**

The candidate will oversee and execute all HR and compliance functions at SFC, as guided by the leadership. This will include handling all compliances, filing records, maintaining reporting schedule and human resource matters. The candidate will also support in managing office tasks, logistics, procurement and expenses, processing payments and reimbursements, and supporting bookkeeping as and when necessary. The candidate will be expected to take initiative and work independently, while also liaising closely with multiple SFC staff to assist on administrative requests. The job provides an opportunity to take initiatives, learn and grow with a young organisation.

The candidate will report to the Convenor and/or any other SFC staff designated by the Convenor.

### **Key Responsibilities**

- Managing human resources at SFC, including recruitment, onboarding, exit processes and other related matters.
- Ensure timely compliances, including facilitation of board meetings, maintenance of necessary records, filling of compliance reports to MoCA, facilitate PF and ESIC filling, facilitate auditor reports and annual reports, etc.
- Coordinate with consultants for accounting and compliances.
- Collaborate with Manager-Admin on maintenance of office space and day-to-day operations.
- Receive and respond to communications to SFC through email, phone and post.
- Support in event organisation logistics across physical, online and hybrid formats.
- Any other related tasks assigned by the SFC leadership and fellows.

### **Qualifications**

- Education: Postgraduate or professional qualification in Company Secretary, Business Management/Administration, Human Resource Management, Chartered Accountancy, Law, or related fields. Relevant experience may be considered in lieu of professional qualification.
- Experience: Minimum of 5-7 years of relevant experience for the Manager position and 7-10 years for the Senior Manager position.
- Required: Knowledge is various compliances in a non-profit setting; financial acumen and experience in budgeting and resource management.
- Exceptional organisational and problem-solving skills.
- Good interpersonal skills.
- Strong written and verbal communication skills in English.
- Ability to take initiative and help build organisational processes.

### **Remuneration**

- Salary commensurate to experience and designation, in line with development sector standards.

### **Application Instructions**

- Please submit your application, with a CV, a brief cover letter, and two references, in a single file to [recruitment@sustainablefutures.org](mailto:recruitment@sustainablefutures.org) by **May 15, 2025**.
- Please write the following in the subject line: 'Application: SFC Manager/Senior Manager – HR and Compliances'
- Please note that only shortlisted candidates will be contacted
- We are looking to hire for the position at the earliest possible.