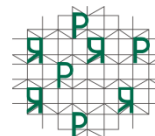


Title of position offered	Senior Associate: Human Resource Development
Number of Vacancies	1
Roles and Responsibilities:	<p>The HRD Unit at PRADAN focuses on four key areas:</p> <ul style="list-style-type: none"> <li>• <b>Recruitment, Selection and Joining:</b> Designing systems and assessment processes, training recruiters, and conducting on-campus and off-campus hiring for Apprentices (trainees), regular employees, and project staffs and processing the offer and joining.</li> <li>• <b>Development Apprenticeship &amp; Internship:</b> Designing and implementing programs to prepare well-educated individuals as development practitioners. This includes supporting field teams and organizing central and regional events and administering the system for reflection and feedback.</li> <li>• <b>Staff Development:</b> Identifying learning needs and creating, planning, and implementing training programs in collaboration with internal and external resources which includes training, mentoring, feedback and assessment of the progress.</li> <li>• <b>Performance Management:</b> Developing and implementing systems for reflection, feedback, and organizational action to foster individual and group learning and development.</li> </ul> <p><b>Key Responsibilities of the Senior Associate:</b> The Senior Associate will:</p> <ul style="list-style-type: none"> <li>• Articulate the purpose, components, and organizational relevance of one or more HRD domains.</li> <li>• Plan and execute activities related to one or more of the domains listed above.</li> <li>• Support different work units to ensure effective implementation of HRD initiatives.</li> <li>• Coordinate the day-to-day functioning of assigned HRD domains.</li> <li>• Provide training and guidance to colleagues as needed.</li> <li>• Consolidate and analyze data, prepare reports, and formulate proposals to strengthen HRD processes.</li> </ul>
Eligibility criteria	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• A full-time regular graduate or post-graduate degree in any discipline, preferably in Human Resources Management, Business Administration/Management, Rural Management, or Organizational Psychology.</li> <li>• Minimum 50% throughout the academic career.</li> <li>• Minimum <b>five years</b> of experience for graduates, <b>or</b> Minimum <b>two years</b> of experience for post-graduates.</li> <li>• Age less than 30 years as on October 1, 2025.</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Knowledge and skills in at least one of the HRD domains.</li> <li>• Ability to organize, plan, and implement activities on time and with high quality.</li> <li>• Basic English proficiency for writing, reading, and comprehension.</li> <li>• Ability to analyze and consolidate data and writing report.</li> <li>• Proficiency in computer applications (e.g., MS Office, and basic digital tools).</li> <li>• Orientation toward teamwork and helping others, with a cooperative and supportive attitude.</li> </ul>
Place of posting	The position is based out of PRADAN's Head Office in Noida, Uttar Pradesh.
Remuneration	Based on qualification and experience the CTC would be approximately INR 7 lakhs per annum. The CTC includes basic pay and other allowances. Apart from this, there is provision of deferred benefits such as PF, Gratuity, NPS, Insurance (Term life



	insurance, hospitalization insurance for self and dependents and accident insurance policy) are provided.
Nature of job	It is a full-time position with fixed term contract, renewal annually based on performance.
Last date of Application	October 20, 2025
Selection Process	Only short-listed candidates will be contacted. Those shortlisted will be invited to an in-person selection process in Noida, tentatively in last week of October 2025. PRADAN is an equal opportunity employer. Women candidates are encouraged to apply.
Apply to	Interested applicants <b>with the relevant background and fulfilling the eligibility criteria</b> are requested to visit our website <a href="https://www.pradan.net/other-opportunities/">https://www.pradan.net/other-opportunities/</a> and fill the ' <i>Application for Senior Associate (Human Resource Development)</i> '.