

Applicants are required to appear for **Walk-In Interview** on **03rd January 2025** between **10am to 5pm** at **KCC - AMTZ Campus (OR)** Apply over email hr@kiht.in for **Virtual Interview** on/ before **26th December 2024**. Kindly attach your CV with educational certificates, pay-slips of recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over mail on 30th December 2024 with interview dates **(06.01.2025 to 09.01.2025)** along with the virtual link. This position is opened for **Non-Indians**.

Manager - Mission

Terms of Reference:

1. Recruitment Strategy:

- Develop and execute comprehensive recruitment strategies aligned with organizational goals, ensuring a proactive and forward-looking approach to talent acquisition.

2. Team Leadership:

- Lead and inspire a recruitment team, providing guidance, mentor ship, and support to achieve hiring targets and maintain a high standard of recruitment practices.

3. Talent Acquisition:

- Oversee the end-to-end recruitment process, from sourcing and screening candidates to conducting interviews and managing offer negotiations. Ensure a positive candidate experience throughout.

4. Collaboration with Hiring Managers:

- Collaborate closely with hiring managers and department heads to understand staffing needs, develop job descriptions, and create effective recruitment plans.

5. Diversity and Inclusion:

- Implement initiatives to enhance diversity and inclusion within the organization. Ensure recruitment practices promote a diverse and equitable workplace.

6. Recruitment Technology:

- Stay current with recruitment technology trends. Evaluate, implement, and optimize recruitment tools and systems to streamline processes and enhance efficiency.

7. Metrics and Reporting:

- Establish key performance indicators (KPIs) to measure the success of recruitment efforts. Provide regular reports to leadership on recruitment metrics and trends.

8. On boarding Support:

- Collaborate with the HR department to ensure a seamless on boarding process for new hires, contributing to high retention rates and a positive employee experience.

9. Legal Compliance:

- Stay informed about labour laws and regulations. Ensure recruitment practices comply with local, state, and federal and international laws.

10. Continuous Improvement:

- Identify opportunities for process improvement and implement best practices to continually enhance the effectiveness of the recruitment function.

11. Training Program Development:

- Design, develop, and implement effective clinical engineering training programs aligned with organizational goals on various levels and employee development needs.

12. Curriculum Design:

- Based on Medical Equipment develop and curate training content, including courses, workshops, and materials, ensuring relevance, engagement, and alignment with learning objectives.

13. Technology Integration:

- Utilize technology and learning management systems to enhance the efficiency and accessibility of training programs.

14. Project Management:

- Develop and implement project management processes, tools, and best practices to optimize efficiency and quality.

Eligibility:

- Bachelor's degree in Education, Training and Development, Human Resources, or a related field. Master's degree is a plus.
- Proven experience in Project Management, Recruitment or talent acquisition and Training with at least 5 years in a leadership role.
- Strong understanding of recruitment best practices, market trends, and medical device industry standards.
- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels.
- Demonstrated ability to lead, mentor, and develop a high-performing team.
- Experience in utilizing recruitment technologies and tools.
- Leadership and team management skills.

If you are a strategic thinker with a passion for Project Management, employee development, talent acquisition, continuous learning, and training program excellence, we invite you to apply for the position of Manager-Mission. Join us in shaping the skills and capabilities of our workforce to drive the success of our organization.