



Job Title: HR Consultant

Location: Hyderabad / Hybrid (3 days a week in-person from Hyderabad office)

Reports To: Co-Executive Director

Employment Type: Full-time

About Organisation: www.voice-4.org

Position Overview

The HR Consultant will shape VOICE’s people strategy and ensure that our workplace reflects the values we hold — equity, care, collaboration, and accountability. This role is both strategic and hands-on: you will lead recruitment, onboarding, retention, and engagement while also building strong HR systems and processes that nurture a thriving, inclusive team culture.

Key Responsibilities

1. Recruitment and Talent Acquisition (including Employee Onboarding)

- Lead end-to-end recruitment and onboarding, ensuring every new hire experience VOICE’s values from day one.
- Develop and implement recruitment strategies that prioritise diversity, equity, and inclusion.
- Collaborate with teams to identify hiring needs, design clear role descriptions, and conduct transparent hiring processes.
- Create a seamless onboarding experience that helps new employees connect with VOICE’s mission, culture, and people.
- Build talent pipelines through partnerships with networks, universities, and aligned organisations.

2. Employee Retention

- Design and execute strategies to strengthen employee growth, satisfaction, and retention.
- Facilitate career progression and internal mobility pathways.
- Support performance reviews and development planning with a focus on feedback and mentorship.
- Regularly analyse retention trends and recommend improvements.
- Maintain fair and transparent compensation practices aligned with VOICE’s values and market benchmarks.

3. Employee Engagement

- Cultivate an environment of trust, inclusion, and collaboration across teams.
- Design engagement frameworks that include recognition systems, wellbeing initiatives, and professional development opportunities.
- Conduct regular pulse checks and team dialogues to understand needs and feedback.
- Organise team retreats, learning circles, and reflective spaces that strengthen VOICE’s feminist leadership culture.
- Support internal communication that connects staff across functions and fosters collective ownership.

4. HR Technology and Strategy

- Develop and implement HR systems for recruitment, performance management, and data tracking.



- Use HR analytics to guide people strategies and decision-making.
- Ensure compliance with employment laws and ethical HR practices.
- Align HR policies and systems with VOICE's long-term organisational strategy and evolving structure.
- Lead the development of policies that reflect care, flexibility, and accountability.

Qualifications and Experience

- Bachelor's or Master's degree in Human Resources, Organisational Development, or related field.
- 1-4 years of progressive HR experience, preferably in the non-profit or social impact sector.
- Demonstrated experience in recruitment, onboarding, employee engagement, and HR systems.
- Strong understanding of inclusive HR practices and gender-sensitive work environments.
- Excellent interpersonal, communication, and facilitation skills.
- Ability to balance strategic vision with hands-on execution in a small, agile team environment.

Preferred Attributes

- Deep alignment with VOICE's mission and values of equity, empathy, and feminist leadership.
- Creative and reflective approach to building people processes.
- Experience using HR technology and analytics to strengthen organisational culture.
- A people-centered leader who values care, collaboration, and growth.
- Working knowledge of using GreytHR or any other HR software is preferred.

Remuneration: Rs. 3,60,000 - Rs. 5,40,000/- (based on experience)

Hiring Process

Interested candidates should send an email to nayonika@voice4girls.org with the following:

- Cover Letter stating why you are suitable for the position.
- Resume.
- A note on your current location and willingness to relocate if required.

Only shortlisted candidates will be contacted for further rounds.