

BOBCARD is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BOBCARD was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BOBCARD is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company’s core business is credit card issuance.

Position	AVP / Manager- Human Resources
Role & Responsibilities	<p>Few of the below mentioned areas would be assigned. Candidate has to be flexible to take up the role as per the business needs.</p> <p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p><u>HR Project Management & Analytics:</u></p> <ul style="list-style-type: none"> • Designing HR strategy, manpower budgeting and 5-year plan in line with company growth strategy • Act as an integral advisor and coach to senior leaders and HR team members on Talent strategy • Develop, monitor and review HR strategies/projects plans for HR verticals. • Gap analysis to ensure smooth and timely identification of any gaps which may be relevant to HR strategy / Processes. • Draft and support the implementation of relevant processes • Support Head HR to manage information exchange and ensure effective communication occurs across key stakeholder groups. • Assisting Head Human Resources in developing dashboards and analytics on HR function • Be the intellect behind developing strategy decks and HR project plans • Collaborate with HR team with best practice suggestions in tune with company culture and growth needs. <p><u>HR Business Partner:</u></p> <ul style="list-style-type: none"> • Drive all HR projects closely with business team covering employee engagement, performance management, organizational design, talent management, policy and process review • Analyzes trends and metrics in partnership with the Corporate HR to develop solutions, programs and policies. • Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations. • Provides guidance and input on department restructures, manpower planning and succession planning • The role holder should be able to act as a consultant and strategic advisor to business on human resources management and organizational changes • Resolve employee issues/queries and address grievances. Conduct thorough investigations where required. <p><u>Employee Engagement</u></p> <ul style="list-style-type: none"> • Conceptualize, design and implement employee engagement strategies that results in the adequate impact on improving efficiencies and effectiveness <p><u>Talent Management:</u></p>

- Provide professional expertise and support in the design, development and implementation of the talent review process that results in the creation of an internal bench of top talent.
- Develop framework for Identification of Critical talent and their Career Planning.
- Organization structuring, Creating organizational charts and Job descriptions
- Manage employee exit processes, including conducting exit interviews

Employee Value Proposition:

- Create the Employee Value Proposition for the organization and integrate the same to various people's processes and practices to deliver a consistent employee experience.

Employer Branding:

- Build and drive the Employer Branding plan for the organization across among different stakeholders through online and offline channels.

Learning & Development Management

- Analyze and Understand key learning requirements of the Channel and arrive at Training Strategies.
- Build strong relationship with Channel at Corporate, Zonal and Regional level to design and implement Training Strategy
- Effectively leverage the reach and presence of Channel for Training the Channel resources.
- Evaluation and assessment of Learning requirements on large scale and arrive at Training strategy.
- Manage training operations, continuously streamlining and improving processes.
- Develop and implement process for Trainer empanelment, enrolment and enablement.

Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> • Ability to re-write and cross question to redefine the practices • Proven pro-active hands-on approach. Attention for detail • Strong analytical skills with ability to strategically solve problem • Track record of having worked on building extraordinary culture • Strong business and HR acumen, including strong problem-solving skills, critical and analytical thinking • Should have partnered with business in prior work experience and demonstrated ability to implement talent acquisition/talent management and retention measures. • Should possess strong communication & influencing skills. • Solid track record of building relationships with senior stakeholders. • Prior work experience in BFSI sector is preferred.
Educational Qualifications	<ul style="list-style-type: none"> • MBA in HR or related Post-Graduation degree is mandatory.
Minimum Experience	<ul style="list-style-type: none"> • 5+ years of experience.
Location of posting	<ul style="list-style-type: none"> • Mumbai The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary. Candidate is liable to be transferred to any other location in India.
Maximum Age on the last date of application	<ul style="list-style-type: none"> • 55 Years.
Website	www.bobcard.co.in
Other Terms	<ul style="list-style-type: none"> • It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure. • Canvassing, in any form, will result in disqualification of candidature. • In case of any modification in advertisement shall be updated only in Website. • The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons. • Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.
Last Date for application	27th September 2024