Lycée Français International de Delhi

ÉTABLISSEMENT CONVENTIONNÉ

aefe Agence pour l'enseignement français à l'étranger

Job Description

Department: Administration / Human Resources
Location: Lycée Français International School
Reporting To: School Management

Position Overview

The Human Resources Officer is responsible for managing core HR operations with a strong focus on payroll, attendance management, statutory compliance, and employee support. The role ensures smooth day-to-day HR functioning while maintaining compliance with labour laws and internal school policies.

Key Responsibilities

1. Payroll & Compensation

1) Prepare and process monthly payroll accurately and on time.
2) Manage salary calculations, deductions, allowances, and adjustments.
3) Coordinate with finance/accounts for salary disbursement and reporting.
4) Maintain confidential payroll records and documentation.

2. Attendance & Absenteeism Management

1) Monitor daily attendance, leaves, late arrivals, and absenteeism.
2) Maintain and update leave records (paid leave, sick leave, unpaid leave).
3) Prepare monthly attendance summaries for payroll processing.
4) Address attendance-related discrepancies with staff.

3. Statutory Compliance (PF, ESIC & Benefits)

1) Handle Provident Fund (PF) and ESIC registrations, monthly filings, and compliance.
2) Ensure timely statutory deductions and submissions as per regulations.
3) Coordinate audits and inspections related to labour compliance.
4) Maintain statutory registers and compliance documentation.

4. Medical Insurance & HR Portals

1. Manage employee medical insurance enrolment, updates, and claims coordination.
2. Maintain and update HR portals related to insurance, PF, and ESIC.
3. Act as a point of contact for employees regarding insurance and benefits queries.

5. Employee Relations & Daily HR Support

1. Address daily employee queries and basic workplace issues.
2. Support staff in HR-related matters such as documentation, certificates, and confirmations.
3. Assist in conflict resolution and basic disciplinary procedures as per school policy.

6. General HR Administration

1. Maintain employee personal files and HR records (physical and digital).
2. Support onboarding and exit formalities (joining documents, exit clearances).
3. Ensure full compliance with labour laws, school policies, and regulatory requirements.
4. Manage and monitor vendor contracts (housekeeping, security, transport, etc.).
5. Assist in implementing HR policies and internal procedures.
6. Support audits related to HR and vendor compliance.
7. Provide HR reports and data as required by management.

7. Recruitment & Hiring

8. Manage end-to-end recruitment lifecycle: job posting, sourcing, screening, interviews, and selection.
9. Maintain talent pipelines and candidate databases.
10. Ensure recruitment complies with internal policies and diversity standards.

8. Performance Appraisal

11. Support implementation of performance management systems (annual/bi-annual reviews).
12. Coordinate appraisal cycles, documentation, and feedback processes.
13. Track employee performance metrics and improvement plans.
14. Assist management in setting KPIs and evaluation frameworks.
15. Maintain appraisal records and ensure confidentiality.

10. Training & Development

16. Identify training needs in coordination with department heads.
17. Plan and coordinate internal/external training programs.
18. Maintain training records and track employee development progress.
19. Support onboarding training and orientation programs.

Required Qualifications & Skills

1. Bachelor's degree in human resources, Business Administration, or related field.
2. Proven experience in payroll processing and statutory compliance (PF, ESIC).
3. Knowledge of labour laws and HR best practices.
4. Proficiency in MS Excel and HR/payroll systems.
5. Strong organizational skills and attention to detail.
6. French language proficiency (preferred) – either fluent speaker or actively learning.
7. Ability to handle confidential information with integrity.
8. Good communication and interpersonal skills.

Experience

1. Minimum **3 – 8 years** of relevant HR experience, preferably in an educational institution or structured organization.

How to apply:

Please send your CV and cover letter to: assistante.direction@lfidelhi.org

Important: Kindly include your current CTC and expected salary in your application mail.

Email subject: Application – Human Resources – [First Name LAST NAME]

Application Deadline: The position will remain open until filled.