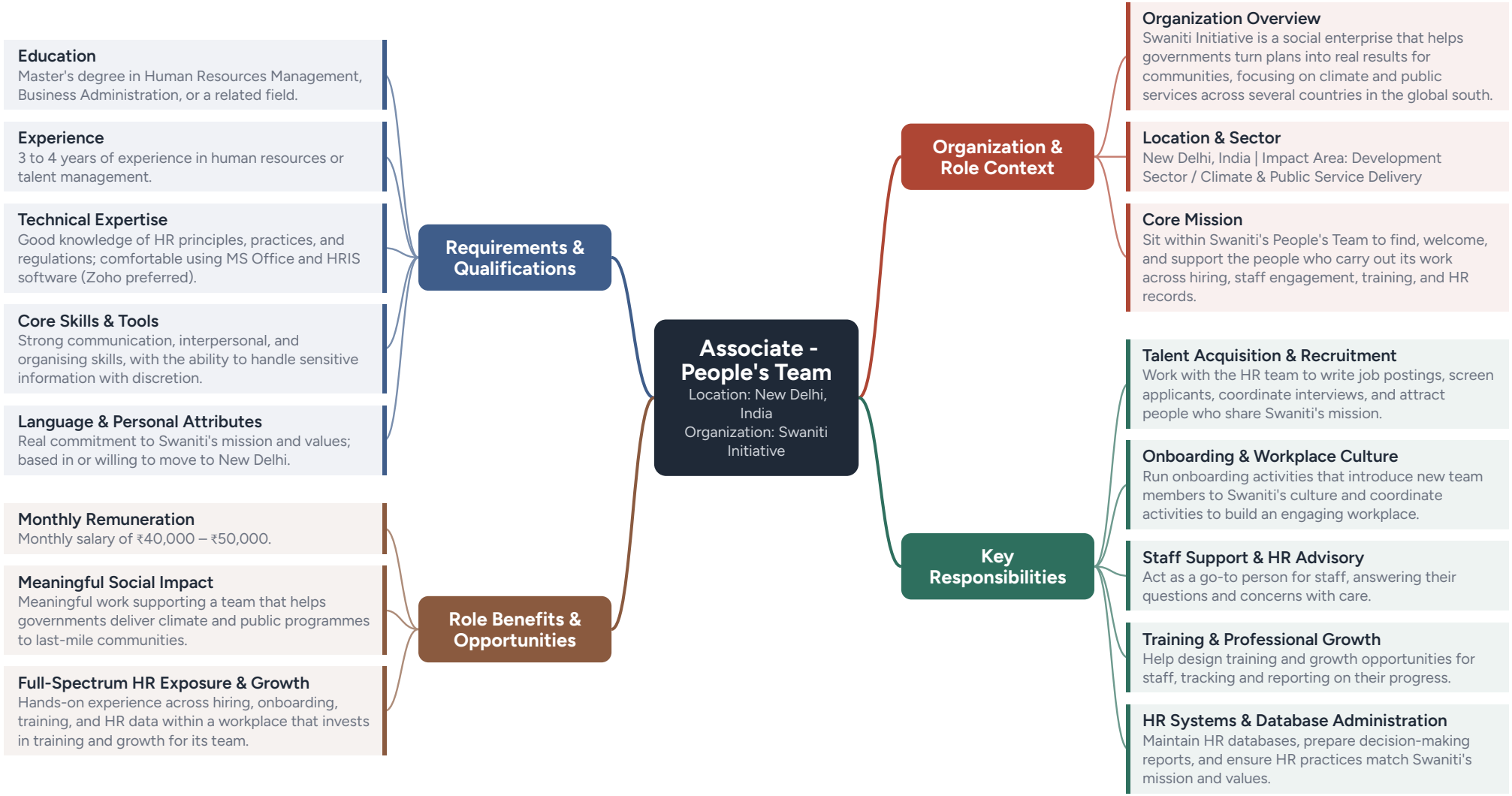
Swaniti Initiative

Associate – HR in New Delhi | Swaniti Initiative | ₹4.8-6 LPA

New Delhi, Delhi · full-time · mid level · ₹40,000 - ₹50,000 /month

Application Assist →

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Skills this role needs

Recruitment and Onboarding	Employee Engagement	Learning and Development	HR Data and Reporting	HRIS / Zoho / MS Office

Job description

Swaniti Initiative

Swaniti Initiative is a social enterprise that helps governments turn plans into real results for communities, with a focus on climate and public services. It works with state and local governments to plan programmes together with communities, gives hands-on support to run those programmes, and helps track whether they reach the people they are meant for. Its work spans several countries in the global south, and it measures success by how much public money is unlocked, how directly last-mile communities benefit, and how much public systems improve. This role sits within Swaniti's People's Team, which looks after hiring, staff support and learning across the organisation.

Role

As an Associate on the People's Team, you will help Swaniti find, welcome and support the people who carry out its work. You will work across hiring, staff engagement, training and HR records, making sure the way the organisation cares for its team reflects its mission and values.

Responsibilities

- Work with the HR team to find and attract people who share Swaniti's commitment to its mission.
- Write job postings, screen applicants and coordinate interviews.
- Run onboarding activities that introduce new team members to Swaniti's mission and culture.
- Plan and coordinate programmes and activities that build a positive and engaging workplace.
- Act as a go-to person for staff, answering their questions and concerns with care.
- Help design training and growth opportunities for staff, and track and report on how they are going.
- Maintain HR databases and prepare reports that help the organisation make decisions.
- Make sure HR practices match Swaniti's mission and values, and support other HR tasks as needed.

Requirements

- A Master's degree in Human Resources Management, Business Administration or a related field.
- 3 to 4 years of experience in human resources or talent management.
- Good knowledge of HR principles, practices and regulations.
- Comfortable using MS Office and HRIS software, with experience in Zoho preferred.
- Strong communication, people and organising skills, and the ability to handle sensitive information with discretion.
- A real commitment to Swaniti's mission and values.
- Based in or willing to move to New Delhi.

Benefits

- A monthly salary of ₹40,000 - ₹50,000.
- Meaningful work supporting a team that helps governments deliver climate and public programmes to last-mile communities.
- Hands-on experience across the full range of HR work, from hiring and onboarding to training and HR data.
- A workplace that invests in training and growth for its team.

Apply

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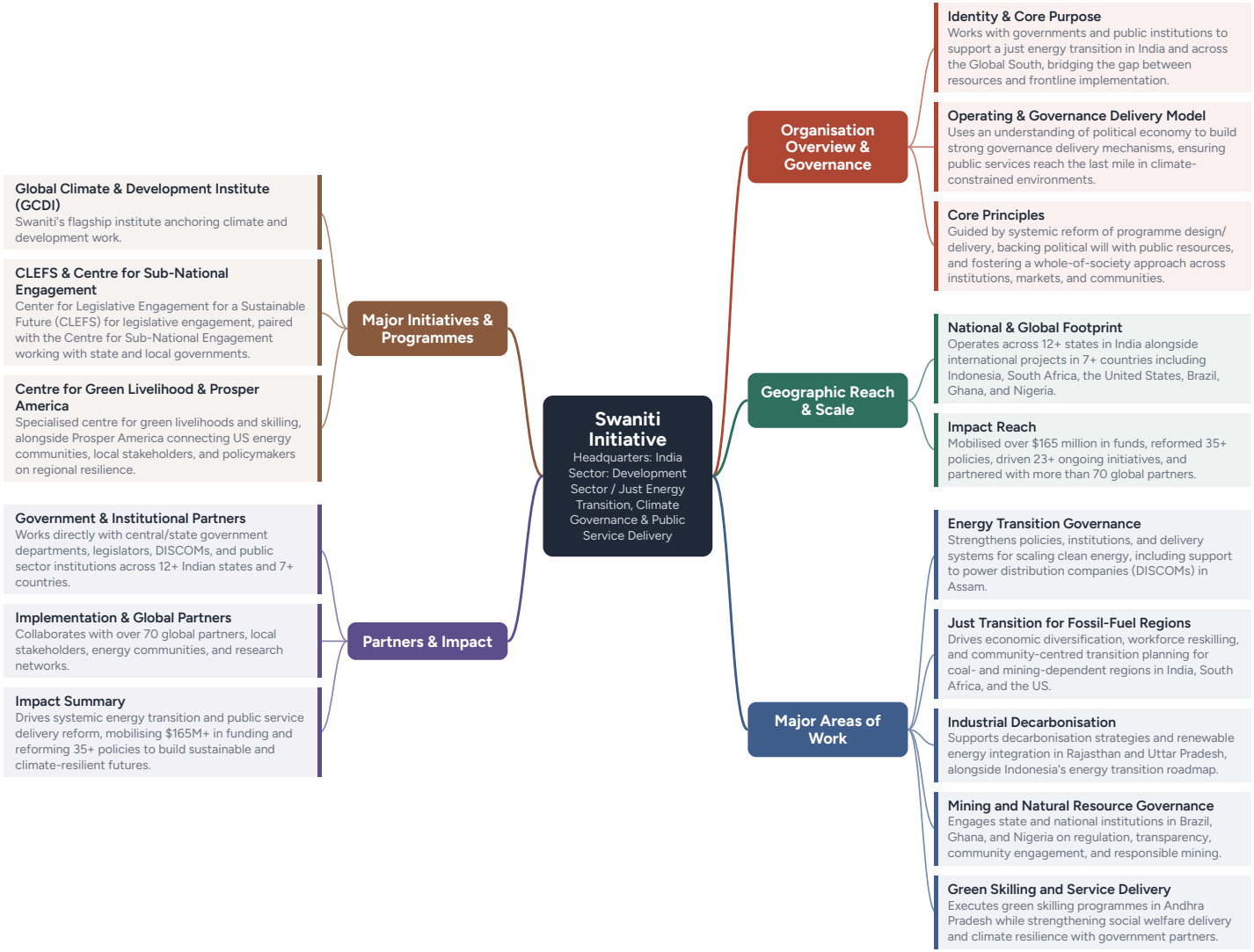
About the organisation

Swaniti Initiative

Climate, Energy Transition and Governance

swaniti.com ↗

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About Swaniti Initiative

Swaniti Initiative works with governments and public institutions to support a just energy transition in India and across the Global South. It describes its mission as building a sustainable future in a climate-constrained world by bridging the gap between resources and frontline implementation. Swaniti says it uses its understanding of political economy to drive scalable, long-term change in the energy transition, working where climate, governance and community meet. Its approach is to build strong governance delivery mechanisms, make sure public services reach people at the last mile, and root every initiative in inclusive development. It sets out three principles: systemic reform of how programmes are designed and delivered, making sure political will for the transition is backed by public resources, and a whole-of-society approach that spans institutions, markets and communities.

Major Areas of Work

- Energy transition governance: Strengthening the policies, institutions and delivery systems that governments use to scale clean energy, including support to power distribution companies (DISCOMs) in Assam.
- Just transition for fossil-fuel regions: Planning for coal- and mining-dependent regions, covering economic diversification, workforce reskilling and community-centred transition in India, South Africa and the United States.
- Industrial decarbonisation: Supporting decarbonisation strategies and renewable energy integration, including industrial work in Rajasthan and Uttar Pradesh and support for Indonesia's energy transition roadmap.
- Mining and natural resource governance: Working with state and national institutions in Brazil, Ghana and Nigeria on regulation, transparency, community engagement and responsible mining.
- Green skilling and service delivery: Green skilling work in Andhra Pradesh, alongside strengthening social welfare delivery and climate resilience with government partners.

Major Initiatives and Programmes

- Global Climate & Development Institute (GCDI): Swaniti's institute for climate and development work, one of its four specialised centres.
- Center for Legislative Engagement for a Sustainable Future (CLEFS): A centre for working with legislators on climate and sustainability policy.
- Centre for Sub-National Engagement: A centre for work with state and local governments on energy transition and public service delivery.
- Centre for Green Livelihood: A centre for green livelihoods and skilling.
- Prosper America: Swaniti's work in the United States, which brings together energy communities, local stakeholders, policymakers and community groups on job creation, industry diversification and long-term regional resilience.
- Research & Insights: Research, policy analysis and field reports on research and data, policy and governance, and climate and energy, on topics such as battery manufacturing and lead exposure.

Impact

Swaniti's own site cites more than 165 million in funds mobilised, over 35 policies reformed and more than 23 ongoing initiatives. It states that it works in more than 7 countries (India, Indonesia, South Africa, the United States, Brazil, Ghana and Nigeria) with more than 70 global partners. In India, it says it works in more than 12 states with government departments and public sector institutions.

Swaniti suits people who want to work where policy, politics and implementation meet on climate and energy. Staff work directly with government departments, legislators and public sector institutions, so they see up close how public programmes are designed, funded and delivered. Because the work spans several Indian states and countries in Asia, Africa and the Americas, it also gives a comparative view of just transition and natural resource governance. It is a good fit for people with a background in public policy, energy, economics, research or governance who are comfortable working closely with government counterparts.

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