Heifer International

HR Officer in Noida | Heifer International

Noida, Uttar Pradesh · full-time · mid level · Competitive

Application Assist →

View on aikyamjobs.org



Skills this role needs

HR Operations and Compliance	Talent Acquisition	Payroll and Benefits Administration	HRIS Management	Employee Relations

Job description

Heifer International

Heifer International works to end hunger and poverty by helping small farmers and their families build steady incomes. It supports communities with livestock, training and links to markets, so families can earn more and live with dignity. In India, Heifer works with farmers, women's groups and farmer collectives to grow their businesses and strengthen their local economies.

Role

As HR Officer, you will keep the people side of Heifer's India office running smoothly and fairly. You will look after every stage of an employee's journey, from hiring and onboarding to payroll, benefits, learning and exit, while making sure policies and legal requirements are followed. You will also be a trusted contact for staff and help build a positive, healthy workplace.

Responsibilities

- Manage the full employee lifecycle, including onboarding, confirmation, transfers, promotions and separations.
- Apply HR policies and procedures consistently across the organisation.
- Maintain accurate and confidential employee records, contracts, letters and HR documents.
- Monitor compliance with labour laws, audits and internal controls, and support audits with clear HR records.
- Coordinate with external vendors, consultants and service providers for HR services.
- Lead end to end recruitment, from sourcing and screening to interviews, offers and onboarding.
- Work with hiring managers on staffing needs and build talent pools for future roles.
- Track recruitment numbers such as time to fill, hiring costs and candidate pipeline.
- Manage HRIS data, prepare monthly payroll inputs and keep local and global HR systems up to date.
- Administer benefits, including insurance, wellness, leave and statutory benefits.
- Prepare HR dashboards and reports on headcount, attrition, recruitment and leave.
- Plan employee engagement, wellness and recognition activities, and coordinate training, performance reviews and development planning.

Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field; a postgraduate qualification or certification in HR Management is preferred
- 4 to 6 years of progressive HR experience, with solid exposure to HR operations, employee lifecycle management, recruitment, compliance, and employee relations
- Knowledge of the NGO sector; knowledge of institutional funders for international development is a plus
- Basic understanding of HR best practices, employment law, and regulatory requirements
- Proficient in Microsoft Office (Word, Excel, PowerPoint); experience with HRIS or payroll systems is a plus
- Practical knowledge of local generally accepted accounting principles (GAAP) and fiscal statutes Experience with accounting systems

Benefits

- Work with a global organisation focused on ending hunger and poverty.
- Gain experience across every area of HR, from hiring to payroll to staff development.
- Shape engagement, wellness and learning programmes for the India team.
- Be part of a team that supports staff working directly with farming communities.

Apply

Check your fit for the role and receive the apply link in your mailbox

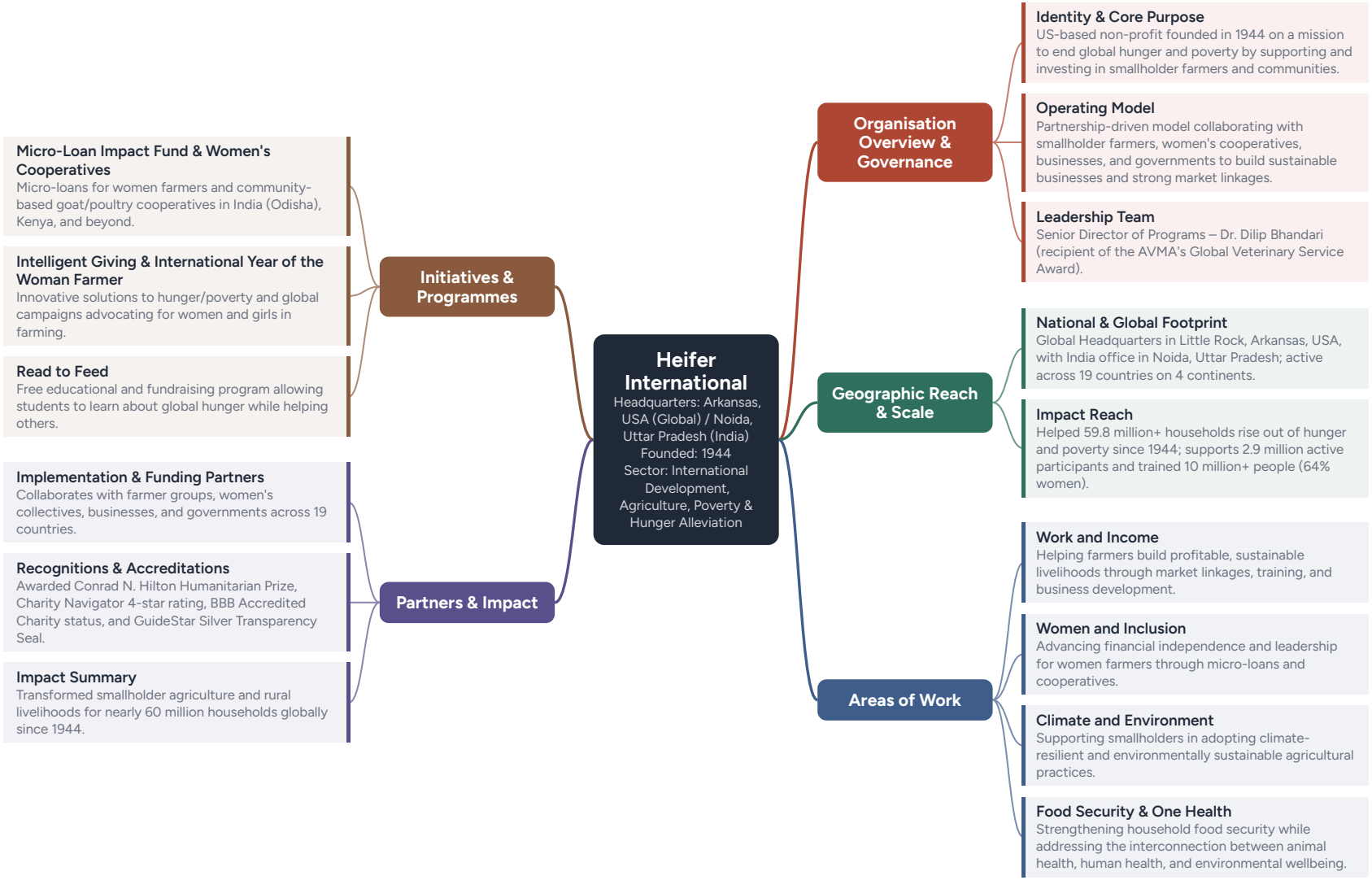
Follow our WhatsApp Channel to get notified about the latest jobs.

About the organisation

Heifer International

Sustainable Agriculture & Rural Livelihoods

heifer.org ↗
More on aikyamjobs.org



About Heifer International

Heifer International is a US-based non-profit founded in 1944, on a mission to end global hunger and poverty by supporting and investing in farmers and their communities. Heifer partners with smallholder farmers — especially women farmers to improve their families' food security and increase their incomes, offering tools, training, and resources that help farmers work together to build profitable, sustainable businesses with strong market linkages.

Youtube Video

The organisation is partnership-driven in every country where it works, collaborating with farmer groups, businesses, and governments to scale impact and strengthen local ownership, including active programs in India, particularly with women farmers in states like Odisha.

> *Headquarters: Arkansas, USA (Global Headquarters); Heifer India office in Noida, Uttar Pradesh, India*

Major Areas of Work

- Work and Income: Helping farmers build profitable, sustainable livelihoods through market linkages, training, and business development.
- Women and Inclusion: Advancing financial independence and leadership for women farmers, who are disproportionately affected by hunger and poverty.
- Climate and Environment: Supporting farmers in adopting climate-resilient and environmentally sustainable agricultural practices.
- Food Security: Strengthening household and community-level food security through sustainable farming interventions.
- One Health: Addressing the interconnection between animal health, human health, and environmental wellbeing.

Major Initiatives & Programmes

- Micro-Loan Impact Fund: Provides micro-loans to help women farmers gain financial independence and build credit.
- Intelligent Giving: A model creating innovative solutions to the world's biggest hunger and poverty challenges.
- International Year of the Woman Farmer: A dedicated global campaign addressing the disproportionate impact of hunger and poverty on women and girls.
- Read to Feed: A free educational and fundraising program allowing students to learn about global hunger while helping others.
- Women's Cooperatives: Community-based cooperative models, including goat and poultry cooperatives, helping women farmers in India, Kenya, and beyond strengthen markets together.

Impact

Since 1944, Heifer International has helped more than 59.8 million households rise out of hunger and poverty. The organisation works across 19 countries on four continents, currently supporting 2.9 million active participants in its programs, and has trained more than 10 million people since 2012, 64% of whom are women. Heifer has been recognised with the Conrad N. Hilton Humanitarian Prize, a Charity Navigator four-star rating, BBB Accredited Charity status, and GuideStar Silver Transparency Seal.

Leadership

Senior Director of Programs – Dr. Dilip Bhandari (recipient of the AVMA's Global Veterinary Service Award)

Heifer International is an excellent fit for professionals passionate about global food security, sustainable agriculture, women's economic empowerment, and international development who want to contribute to ending hunger and poverty at scale.

Interested? Application Assist → · Full listing: https://aikyamjobs.org/jobs/hr-officer-in-noida-heifer-international-2