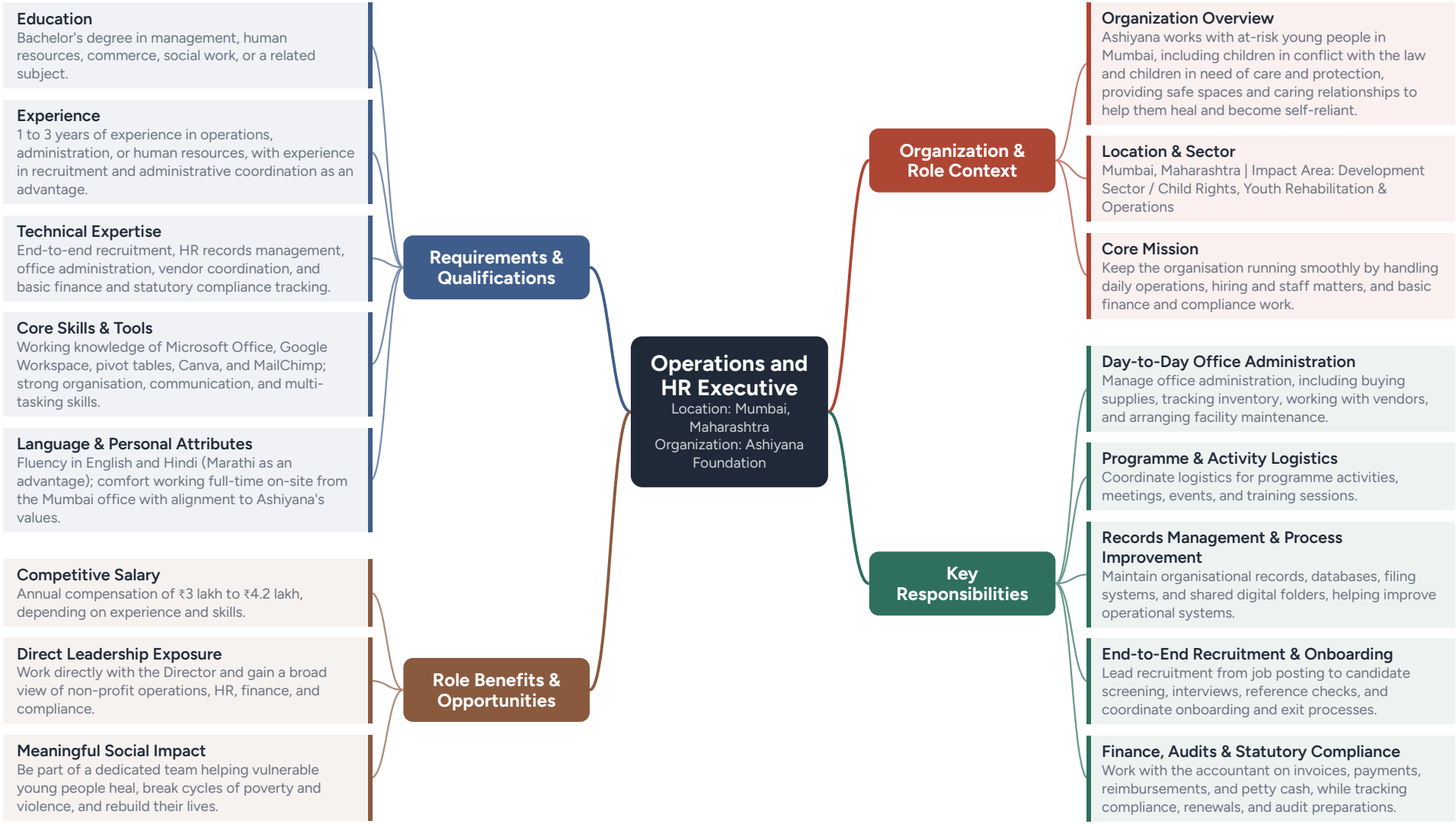
Ashiyana Foundation

Operations & HR Executive in Mumbai | Ashiyana Foundation | ₹3-4.2 LPA

Mumbai, Maharashtra · full-time · entry level · ₹25,000 - ₹35,000 /month

Application Assist →

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Skills this role needs

Office administration and procurement	Recruitment and onboarding	HR records and compliance	Data analysis with pivot tables	Microsoft Office / Google Workspace / Canva / MailChimp

Job description

Ashiyana Foundation

Ashiyana works with at-risk young people in Mumbai. Some are children in conflict with the law, and some are children in need of care and protection, as defined by the Juvenile Justice (Care and Protection of Children) Act 2015. Many of them have dropped out of school, lived on the streets, struggled with addiction or been picked up by the police, and they carry a lot of trauma. Ashiyana believes that safe spaces and deep, caring relationships help these young people heal, change their behaviour and become self-reliant. This breaks the cycle of poverty and violence in their lives.

Role

As Operations and HR (human resources) Executive, you will report to the Director and work closely with the Programme Managers. Your job is to keep the organisation running smoothly. You will handle daily operations, hiring and staff matters, and basic finance and compliance work, so the programme team can focus on the young people they serve. This role suits an organised, hands-on person who likes solving everyday problems and following tasks through to the end.

Responsibilities

- Manage day-to-day office administration, including buying supplies, tracking stock, working with vendors and arranging maintenance.
- Coordinate logistics for programme activities, meetings, events and training sessions.
- Maintain organisational records, databases, filing systems and shared digital folders, and help improve how systems and processes work.
- Track deadlines and pending tasks, follow up on time, and help Programme Managers with their administrative needs.
- Lead recruitment from start to finish: post job openings, find and screen candidates, schedule interviews and run reference checks.
- Coordinate onboarding, induction and exit processes for staff, interns and volunteers, and keep contracts, attendance, leave and other HR records up to date.
- Track probation periods, performance reviews and staff training needs, and support organisational policies and staff engagement activities.
- Work with the accountant on invoices, payments, reimbursements and petty cash, keep statutory records, track compliance and renewal deadlines, and help prepare documents for audits, donor reports and regulatory filings.

Requirements

- A bachelor's degree in management, human resources, commerce, social work or a related subject.
- 1-3 years of experience in operations, administration or human resources, with experience in recruitment and administrative coordination being an advantage.
- Fluency in English and Hindi, with Marathi as an advantage.
- Good working knowledge of Microsoft Office, Google Workspace, data analysis with pivot tables, Canva and MailChimp.
- Strong organisation, communication and follow-up skills, with the ability to handle several tasks at once and keep sensitive information confidential.
- Comfort working both independently and as part of a team, with openness to feedback and a connection to Ashiyana's values.
- Ability to work full-time on-site from the Mumbai office.

Benefits

- Annual pay of ₹3 lakh - ₹4.2 lakh, depending on your experience and skills.
- Work directly with the Director and get a broad view of how a nonprofit runs.
- Build hands-on experience across operations, HR, finance and compliance.
- Be part of a team that helps vulnerable young people heal and rebuild their lives.

Apply

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

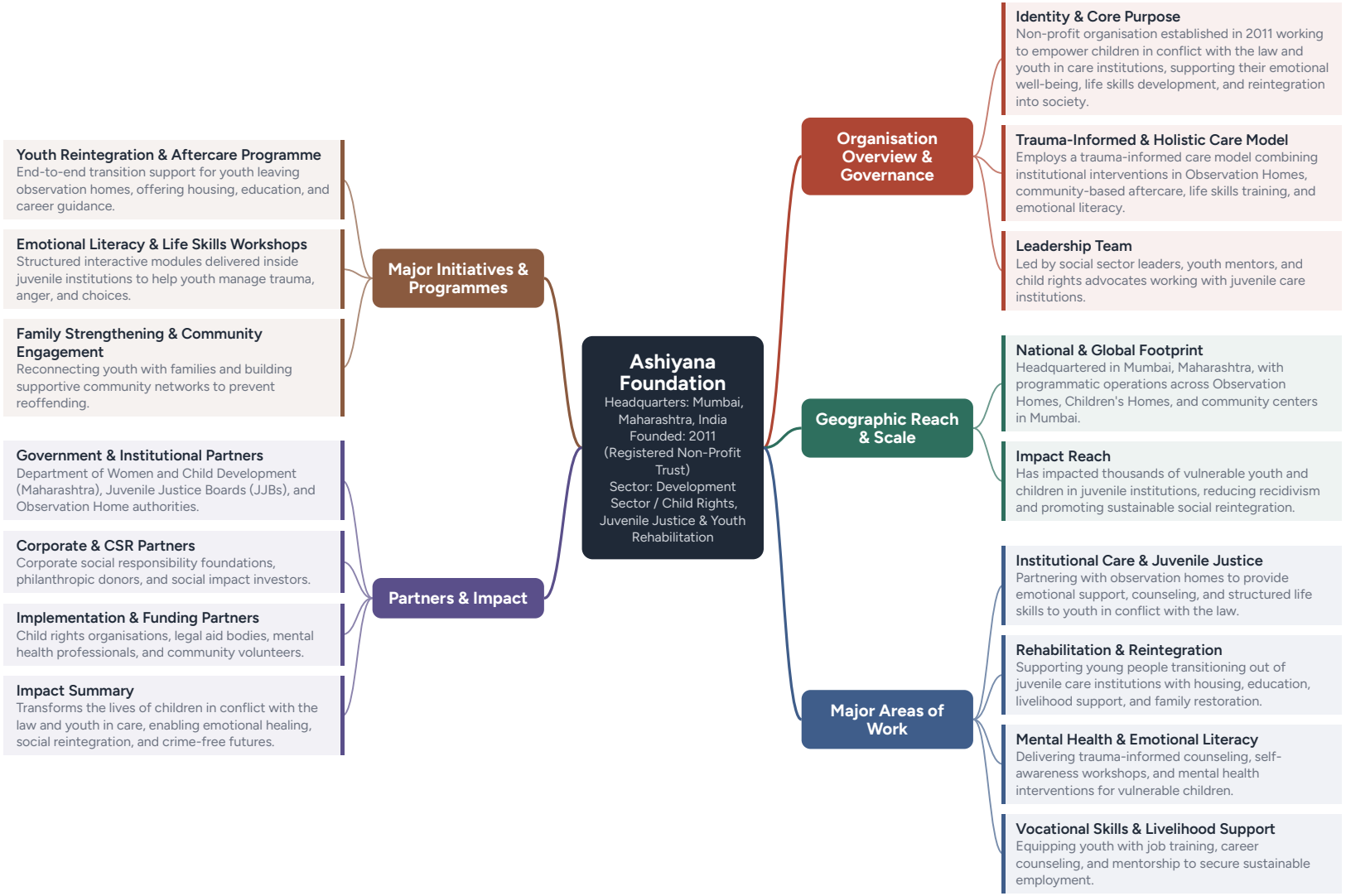
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About the organisation

Ashiyana Foundation

Child Protection and Youth Reintegration

ashiyanafoundation.org ↗
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About Ashiyana Foundation

Ashiyana Foundation (Ashiyana) is an NGO that works with children and youth at risk who live in reform centres and children's homes in Mumbai. It builds safe spaces and positive relationships inside these institutions. Its aim is to help vulnerable children and youth change their lives, become self-reliant and return to society. Ashiyana's approach is to change the environment a child grows up in rather than try to fix the child. It does this through work inside institutions, support after children leave, and restorative practice.

> *Headquarters: Mumbai, Maharashtra, India*

Major Areas of Work

- Institutional care: Creating safe and caring spaces for children inside reform centres and children's homes.
- Reintegration: Helping young people who leave institutional care settle back into society and become self-reliant.
- Restorative practice: Using restorative approaches to build relationships and deal with harm in ways that focus on repair, not punishment.
- Arts and therapy: Running arts-based and therapeutic sessions, such as drama, to help children engage and express themselves.
- Livelihoods: Working with employers to give young people a fair second chance through jobs.

Major Initiatives and Programmes

- Inside Institutions: Work carried out inside reform centres and children's homes, including arts-based therapy sessions at institutions such as David Sassoon Industrial School for boys.
- Reintegration Program: Support for children and youth as they leave institutional care and return to their communities.
- Restorative Approaches: Restorative practice used with children, youth and the systems around them.
- Be an Employer: A programme that invites employers to hire young people from institutional care and give them a fair second chance.
- Volunteering: Opportunities for individuals and professionals to work with children in the institutions where Ashiyana is active.

Leadership

- Sachi Maniar, Founder

Ashiyana suits people who want to work directly with children and young people in the juvenile justice and child care system. The work involves dealing with government institutions and their processes, building trust with young people over time, and supporting them through the move back into society. It offers experience in child protection, restorative practice, arts-based work and livelihood linkages. It is a good fit for social workers, counsellors, educators and youth workers who are patient and can keep going in a system with a lot of bureaucracy.

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