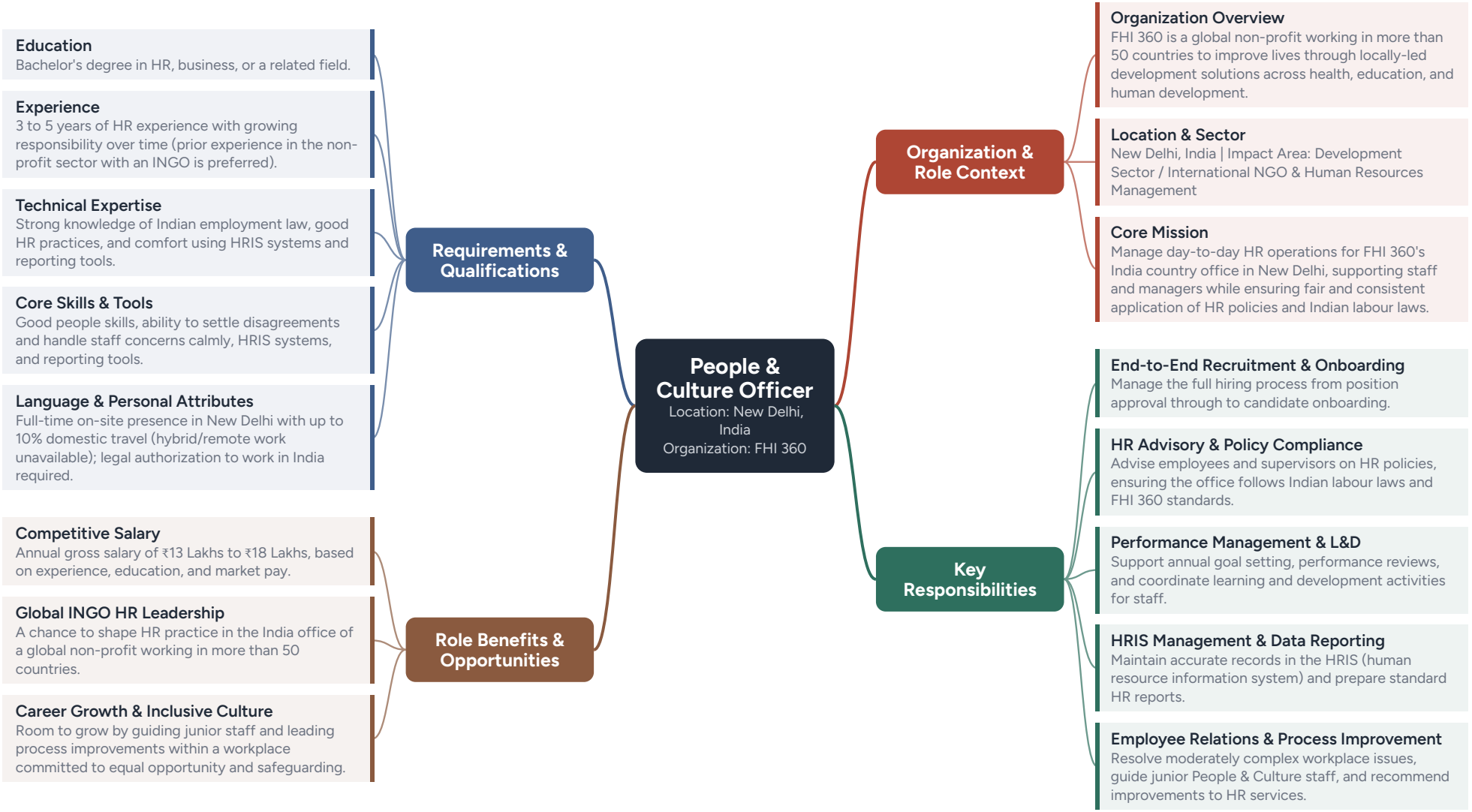
FHI 360

People & Culture Officer in New Delhi | FHI 360 | ₹13-18 LPA

New Delhi, Delhi · full-time · mid level · ₹1,08,333 - ₹1,50,000 /month

Application Assist →

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Skills this role needs

Recruitment and onboarding	Employee relations	Performance management	HRIS and HR reporting	Indian labour law compliance

Job description

FHI 360

FHI 360 is a nonprofit that works to improve people's lives in ways that last. It does this by supporting solutions that are shaped and led by local communities. Its team includes experts in health, education, nutrition, environment, jobs and income, youth, research, technology and communication. Together they take on development problems that are linked to each other. FHI 360 works in more than 50 countries and across the United States.

Role

The People & Culture Officer looks after HR (human resources) work for FHI 360's India country office in New Delhi. You will help staff and managers with hiring, workplace concerns, performance reviews, benefits and legal compliance, and make sure policies are applied fairly and the same way for everyone. You will work closely with managers, suggest better ways of working and guide junior People & Culture staff. The Associate Director, Finance and Operations, India will be your day-to-day supervisor.

Responsibilities

- Manage the full hiring process, from approval of a new position through to onboarding the new staff member.
- Advise employees and supervisors on what HR policies mean and how to apply them.
- Support performance management, including goal setting and reviews.
- Coordinate learning and development activities for staff.
- Ensure the office follows Indian labour laws and FHI 360 policies.
- Keep data in the HRIS (human resource information system) accurate and prepare standard HR reports.
- Resolve moderately complex staff issues with little supervision and recommend ways to improve HR services.
- Guide People & Culture Assistants or Associates when needed.

Requirements

- A bachelor's degree in HR, business or a related field.
- 3 to 5 years of HR experience with growing responsibility over time.
- Strong knowledge of Indian employment law and good HR practice.
- Comfort using HRIS systems and reporting tools.
- Good people skills and the ability to settle disagreements and handle staff concerns calmly.
- Experience in the not-for-profit sector with an INGO (international non-governmental organisation) is preferred.
- Full-time on-site presence in New Delhi with up to 10% domestic travel, as hybrid or remote work is not possible.
- Legal authorisation to work in India, as visa or work permit support is not available.

Benefits

- Annual gross salary of ₹13-18 lakh, based on experience, education and market pay.
- A chance to shape HR practice in the India office of a global nonprofit working in more than 50 countries.
- Room to grow by guiding junior staff and leading process improvements.
- A workplace with a strong commitment to equal opportunity and to keeping everyone safe from abuse and harassment.

Apply

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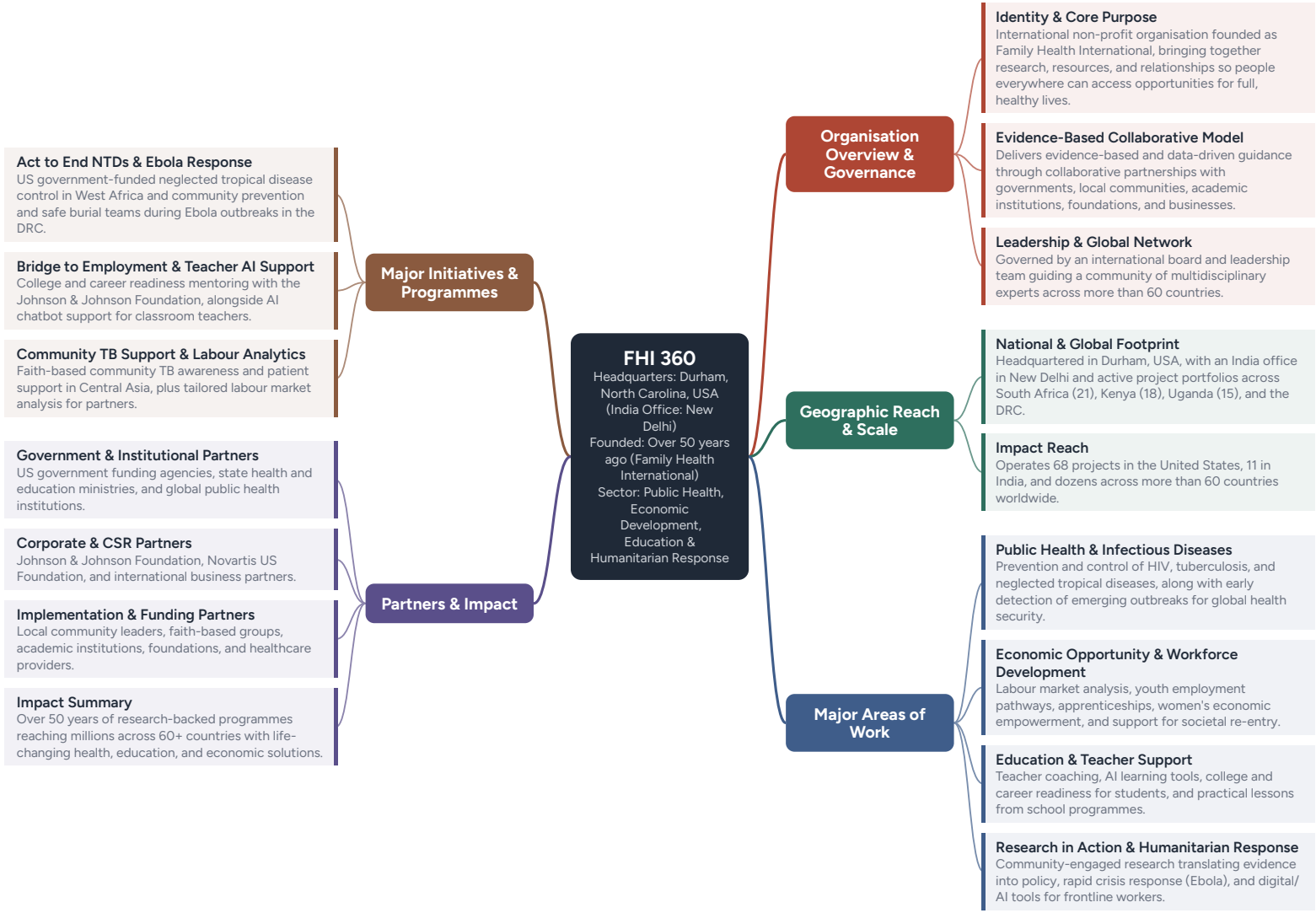
About the organisation

FHI 360

Global Health and Economic Development

fhi360.org ↗

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About FHI 360

FHI 360 is an international nonprofit organisation that runs health, economic development, research and humanitarian programmes in more than 60 countries, including India. It works with governments, local communities, academic institutions, foundations and businesses. It was founded as Family Health International and has more than 50 years of work behind it. FHI 360 says it brings together research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. Its approach rests on evidence and data-driven guidance, delivered through collaborative partnerships and local partners.

> *Headquarters: Durham, North Carolina, USA (India office: New Delhi, Delhi)*

Major Areas of Work

- Health: Prevention and control of infectious diseases, including tuberculosis, HIV and neglected tropical diseases, along with early detection of emerging outbreaks for global health security.
- Economic opportunity: Labour market analysis, youth employment pathways, apprenticeships, women's economic empowerment and support for people re-entering society after incarceration.
- Education and workforce skills: Teacher coaching, college and career readiness for students, and practical lessons from education programmes in countries such as Nigeria and Madagascar.
- Research in action: Community-engaged research that turns evidence into programme design and policy.
- Humanitarian response and digital innovation: Rapid response to crises such as Ebola outbreaks, plus digital and AI tools that support frontline workers and teachers.

Major Initiatives and Programmes

- Act to End Neglected Tropical Diseases | West: A U.S. government-funded programme that helps West African countries control and eliminate neglected tropical diseases, including schistosomiasis impact assessments in Ghana.
- Bridge to Employment: A mentoring programme run with the Johnson & Johnson Foundation, in which college scholars and high school teachers design classroom and extracurricular activities that prepare students for college and careers.
- Ebola response in the Democratic Republic of the Congo: Community prevention outreach and training for safe and dignified burial teams to stop the virus from spreading.
- Community tuberculosis support: Work with community and faith leaders in Central Asia to raise awareness of TB and support patients through treatment.
- Labour market analysis: Tailored labour market analysis and data-driven guidance for businesses, government partners and communities.
- Teacher coaching and support: Simple, flexible coaching models for teachers, along with an AI chatbot that gives teachers support on teaching methods.

Impact

FHI 360 states that it has a community of experts in over 60 countries. Its own project map lists 68 projects in the United States and 11 in India, with some of its largest country portfolios in South Africa (21), Kenya (18) and Uganda (15). It names the Johnson & Johnson Foundation and the Novartis US Foundation among its partners.

FHI 360 suits people who want to work at scale in public health, education, workforce development or humanitarian response inside a large, research-driven organisation. Staff work on donor-funded projects alongside governments, local partners and researchers, and their work connects to programmes in dozens of countries. It is a good fit for professionals in programme management, monitoring and evaluation, research, technical health roles or partnerships who want international exposure while working on large health and development programmes in India.

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