



HEALING MINDS. INSPIRING LIVES

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[Sangath.in](http://Sangath.in)

**Title:** Assistant Manager - HR

**Number of Vacancy:** 01

**Reports to:** Director HR

**Working day:** Mon to Fri

**Job Location:** Porvorim - Goa

### About Sangath

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world-class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

### Our Values

At Sangath, our values form the cornerstone of everything we do. For nearly three decades, we have passionately upheld a belief in the power of empathy, teamwork, and respect for every individual we serve and work with. We are committed to excellence in delivering world-class research and mental health services, backed by professional rigor and cutting-edge technology.

Our drive for innovation keeps us forward-thinking, always learning and evolving to solve complex healthcare challenges. We take pride in our unwavering integrity, ensuring transparency, accountability, and ethical practices throughout our work. Finally, we hold performance as a key measure of success, continuously striving for impactful, sustainable solutions. These values have been the backbone of our organization, guiding us on a journey of creating lasting change in the communities we serve.

### Benefits

We believe in taking care of our team as much as they care for our mission. Sangath offers a dynamic range of benefits that reflect our commitment to our employees' well-being and professional growth. These include Provident Fund (PF), ESIC, Gratuity, and comprehensive Medical Insurance, ensuring financial and health security. We offer flexible work timings to promote a healthy work-life balance, along with special leaves such as Menstrual Leave and Gender Affirmation Leave. Our progressive work-from-home policy is designed to give employees the flexibility they need in today's changing work environment. Joining Sangath means being part of an organization that truly values and supports its people.

### Key Responsibilities

#### 1. Learning & Development (L&D)

- Coordinate organization-wide learning and development initiatives for employees across projects and hubs.
- Identify training needs through discussions with managers, employee feedback, performance reviews, and organizational priorities.
- Develop and maintain annual training calendars in coordination with departments and leadership.
- Coordinate internal and external trainings, workshops, orientations, and capacity-building sessions.

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#### Registered Office Address

**Headquarters:** House no. 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501

- Maintain training records, attendance, feedback reports, and learning documentation.
- Support development of learning materials, induction modules, HR guides, SOPs, and employee resource materials.
- Track effectiveness of trainings and submit periodic learning impact reports.

## **2. Policy Implementation & HR Systems**

- Support implementation and communication of HR policies, SOPs, employee handbooks, and organizational guidelines.
- Ensure consistent application of HR policies across assigned hubs and projects.
- Conduct employee orientation sessions on organizational policies, code of conduct, POSH, safeguarding, and other HR-related frameworks.
- Support periodic review and updating of HR policies in line with labour law requirements and organizational needs.
- Monitor policy compliance and flag implementation gaps to the HR Manager/Director.
- Assist in development of employee communication materials related to HR initiatives and policy updates.

## **3. HR Business Partner – Assigned Hub/Projects**

- Serve as the primary HR focal point for assigned hubs/projects.
- Build strong working relationships with project teams and managers to understand people-related needs and challenges.
- Provide guidance to managers and employees on HR policies, employee relations matters, and performance management processes.
- Support resolution of employee concerns and workplace issues in coordination with the HR leadership team.
- Conduct periodic employee connect meetings and support implementation of staff wellbeing initiatives.

## **4. Performance Management & Employee Engagement**

- Coordinate performance management cycles, probation reviews, confirmation processes, and appraisal documentation.
- Support managers in tracking employee performance goals and development plans.
- Plan and coordinate employee engagement initiatives, staff events, wellbeing activities, and organizational communication initiatives.
- Support implementation of employee feedback mechanisms and engagement surveys.

## **5. HR Operations & Documentation**

- Maintain employee records, training databases, policy acknowledgements, and HR documentation.
- Support onboarding and induction processes for new employees.
- Prepare HR reports, dashboards, and periodic updates related to training, engagement, and HRBP activities.
- Ensure confidentiality and secure handling of employee information and organizational data.

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## 6. Collaboration & Coordination

- Coordinate with HR, Admin, Finance, Safeguarding, and project teams for smooth implementation of HR initiatives.
- Participate in organizational meetings, trainings, and HR planning discussions.
- Support cross-functional HR projects and organizational development initiatives.

## Essential Criteria

- Master's degree in Business Administration, or any related field.
- At least 3 years of Proven experience in employee engagement, learning & development, HR operations, or HR business partnering, preferably in an NGO or non-profit environment.
- Strong interpersonal, communication, and facilitation skills.
- Good understanding of labour laws and HR compliance practices.
- Ability to handle sensitive information with confidentiality and integrity.
- Strong analytical and problem-solving abilities.

## Remuneration and Benefits

The offered remuneration will align with Sangath's salary grade, with a gross salary in the range of 40,000 to 50,000. Additional benefits include PF, Group Health Insurance, and Gratuity.

## How to Apply

Please submit your CV to [Careers@sangath.in](mailto:Careers@sangath.in) with the subject line **"Application for Assistant Manager - HR \_Goa"** by **26<sup>th</sup> June 2026**.

## Equal Opportunity

*Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply.*