



## Opportunity with Dakshin Foundation

**Position:** Assistant HR Officer

**Number of vacancies:** One

**Duration:** Long-term position (6 months probationary period)

**Location:** The selected candidate will be working out of the Bengaluru office of Dakshin Foundation. This is not a remote or hybrid position.

**Position details:** The Assistant HR Officer will support the Sr. HR Officer in implementing HR processes within Dakshin Foundation.

### Job Description:

The Assistant HR Officer will support the execution of HR functions within Dakshin Foundation. The primary responsibilities include:

1. Support in the implementation and coordination of various stages of the employee life cycle, including recruitment, on boarding, documentation, and exit processes
2. Maintain and regularly update HR records, databases, and employee files
3. Support in ensuring compliance with HR-related requirements, policies, and documentation
4. Assist in the implementation of HR policies, processes, and internal systems in coordination with the senior management team

### The following qualifications and experience are mandatory:

1. A Bachelor's degree in any subject
2. A minimum of 2 years of experience in HR roles and a maximum of 6 years of experience
3. Excellent communications skills (both written and oral) in English.
4. Demonstrable experience working independently

### Candidates with the following additional qualifications/experience will be preferred:

1. Spoken fluency in Kannada, Hindi or other languages spoken in coastal states in India
2. Ability to work effectively with individuals and teams



**Remuneration:** Remuneration will be commensurate with qualifications and work, in line with our internal policy. Candidates shortlisted for the interview will be given further details on the salary ranges to review.

**How to apply:** Please fill this [application form](#) in order to apply for these positions.

**Note -** This job is only for Indian nationals. We strongly encourage candidates who belong to historically socially disadvantaged and marginalised categories or communities to apply. If you belong to such a group, please feel free to indicate this to us. This information is entirely voluntary and confidential.

**Last date to apply:** 26<sup>th</sup> June 2026. The position will be filled as soon as a suitable candidate is identified; therefore, interested individuals are requested to apply immediately.

**About us:** Dakshin Foundation is a non-profit, non-governmental organisation based at Bangalore, India, with a mission to inform and catalyse conservation and natural resource management, while promoting and supporting sustainable livelihoods, social development and environmental justice. Please look at our website to learn about our intervention and research projects at <https://dakshin.org/>