PTC India Financial Services Ltd.

Job Title	Vice President - Human Resources	**Grade**	VP
Department	Human Resources	**Reporting To**	ED

Job Profile

The incumbent at this position is responsible leading the overall human resource strategy and initiatives. The incumbent will be responsible for attracting, retaining and developing top talent to support the company's objectives. Additionally, this would involve overseeing recruitment and onboarding processes, implementing performance management systems, fostering a positive work culture, HR policy development and ensuring compliance with employment laws and regulations.

Primary Job Duties/Responsibilities

The key job duties/responsibilities are enumerated below:

- Driving Company's human capital management, formulate & implement HR policies, practices and programs.
- Directing a process of organizational talent management process & planning that evaluates organizational structure, job design, job profiles, roles & responsibilities, manpower forecasting and succession planning.
- Determining and recommending employee practices for promoting high level of employee effectiveness, morale and engagement
- Designing organizational development framework, build business related capabilities and champion excellence culture.
- Recommending compensation structure, pay policies, pay equity aligning with market benchmarks and trends, employee benefit programs and pay for performance regimes.
- Institutionalizing robust and objective performance management process with clearly defined performance contracts, goal setting & cascading, capturing development needs aligned with business objectives, practices and goals.
- Complying with all statutory, regulatory and corporate governance issues.
- Conducting HR Audit to identify gaps and future needs
- Establishing, maintaining, and updating MIS and critical data Analytics for business decision making
- Managing internal HR systems
- Any other responsibility as decided by Management (such as CSR, Support Services, etc).

Educational Qualifications

- Master's degree / MBA (required) in Human Resources.

Experience

- 15-20 years of professional experience working in the Human Resources Domain in services sector, preferably financial services.
- In-depth knowledge of HR policies, performance management systems, HR analytics, talent management, HR payroll, attendance & leave management, organizational development & effectiveness and total rewards.

Skills & Attributes

- Mature and composed professional with strong business orientation
- Excellent written and verbal communication skills
- Strong interpersonal and influencing abilities
- Proven capability to work effectively in cross-functional teams
- Skilled in prioritization and multitasking in dynamic environments
- Proactive thinker with a strategic mindset
- Demonstrates thought leadership and developmental orientation
- Experienced in ERP systems and HR technology platforms
- Proficient in data analysis and numbers-driven decision-making
- Sound judgment and ethical decision-making aligned with legal and governance standards
- Effective in liaising with senior leadership to build consensus
- Well-versed in capability frameworks and organizational development