

SYNERGY SANSTHAN

Job Description- Manager People, Finance and Culture

Position: Manager People & Culture (1)

Location- Bhopal, Madhya Pradesh

About Synergy Sansthan:

Established in 2006, Synergy Sansthan is a youth-centric nonprofit organization rooted in the belief that Young People are not just beneficiaries but changemakers. Born out of the vision and commitment of a few passionate youth leaders from rural India, the organization has grown into a powerful movement advocating for a youth-led, gender -just and participatory development paradigm. From its humble beginnings, Synergy Sansthan has evolved into a promising force in youth empowerment in Madhya Pradesh, currently operating directly across 11 districts and extending its reach to 21 districts through strategic partnerships and collaborative networks. Over the past 19 years, the organization has touched the lives of over 3 lakh adolescents and youth from marginalized tribal, rural and semi-urban communities—nurturing leadership, strengthening agency and catalyzing grassroots change. At the heart of Synergy's work is the empowerment of adolescents and young people, especially those from Scheduled Tribes, Scheduled Castes, religious minorities and people with different gender identities. Flagship initiatives such as HumRahi, Udaan Fellowship and Yuvalaya -Youth Resource Centre have consistently demonstrated that when rural and tribal youth are given the right platforms, they emerge as resilient leaders, social entrepreneurs and advocates for justice within their communities. One of SYNERGY's most transformative contributions has been the incubation and mentoring of early-stage youth-led organizations, many of which now anchor impactful development efforts in some of the most underserved geographies of Madhya Pradesh. Driven by the conviction that systemic change cannot be achieved through project-based interventions alone, Synergy Sansthan has increasingly focused on building institutions, ecosystems and inclusive narratives. The organization works to create safe, enabling spaces where young people can organize, learn, express and lead, thereby gaining not just skills but the confidence to challenge structural inequities and break intergenerational cycles of marginalization. As part of its current strategic focus, Synergy is scaling proven models, promoting social innovation and entrepreneurship among youth and deepening cross-sectoral collaborations. The organization is also investing in policy dialogue, institutional partnerships and youth-led research to amplify grassroots voices in state and national platforms. Today, the organization is striving for youth-driven transformation in central India, building capacities, courage and conviction among a new generation of socially conscious leaders. Synergy Sansthan aims to co-create a resilient, gender-just, youth-centered development ecosystem—one that is recognized, resourced and respected at all levels.

Position Overview:

At Synergy Sansthan, we are committed to amplifying the voices of young people and enabling their active participation in shaping a sustainable and resilient future. The People and Culture Manager will provide professional, hands-on operational leadership across Human Resources, Finance Administration and Procurement, ensuring that teams are effectively supported to achieve organizational objectives. The role requires an individual with strong execution capabilities, a high degree of ownership and a people-centric approach to building a supportive and high-performing workplace. The incumbent will work closely with the Chief Executive Officer to design and implement organization-wide systems and processes, including talent acquisition, compensation and benefits, HR operations, ERP systems, grievance redressal mechanisms, statutory compliances and organizational policy frameworks.

In addition, the People and Culture Manager will oversee and coordinate finance administration processes, ensuring adherence to internal controls, statutory requirements and organizational policies. The role will work in close collaboration with the finance team to support effective financial planning, reporting, compliance and audit

processes. The People and Culture Manager will collaborate across teams and levels to strengthen alignment between individual performance, functional priorities and organizational goals, while fostering a professional, inclusive and values-driven organizational culture. This position is central to strengthening institutional systems, accountability and long-term organizational sustainability.

Key Responsibilities

➤ **Talent Acquisition & Management**

- Closure of open vacancies as per agreed timelines with respective hiring managers across programs & functions.
- Manage high quality recruitment activities, including but not limited to, detailing Job description, effective job promotion, applicant sourcing, candidate evaluation & selection, offers & onboarding.
- Manage all employee relation issues, including disciplinary, grievance & safeguarding cases and ensure compliance with various organizational policies and conduct policy orientations. Design & execute retention strategy for key team members.
- Manage execution of all contracts, offers, letters, certifications for all team members, HR service providers/vendors / partners, as per organizational SOPs & budgets. Custodian of staff grievances policy compliance – identify and address staff grievances.
- Support in creating a stimulating work environment through robust engagement activities.
- Enhance & support data-driven HR management & reporting. Maintain & share easy, comprehensive and updated reports towards all stages of all vacancies and applications.

➤ **Administration and procurement**

- Build a time & cost-efficient Procurement system (materials, equipment and services) for the organization. Control spends and builds a culture of long-term saving on procurement costs.
- Manage and execute purchase requisitions, RFQs, bid evaluations, purchase orders and contract agreements. Maintaining records of all movable & immovable assets across all offices, ensuring assets register and asset numbering is up to date.
- Monitor and maintain TAT as per the SOP while working on the reporting requirements as per the requirement of the organization. Manage procurement documentation, vendor contracts, service-level agreements (SLAs) and audit-ready records.
- Ensure compliance of in-office statutes & reporting as per organizational guidelines (POSH, Safety, Hygiene, Inclusive workspace)

➤ **Financial Management**

- Ensure financial statutory compliance with regard to FCRA, CSR, GST regulations and other respective concerned national agencies with proper reporting's and also ensure on-time donor financial reporting in compliant with donor contractual terms
- Closely oversee and support preparation of financial reports and annual audited financial statements, donors, vendor payments and maintain an adequate internal control framework over financial reporting.
- Oversee and guide in Implementing appropriate investment and cash management practices. Support team members to help them understand the accounting and financial reporting system as required and in building their capacities on financial reports.

We are looking for a person, with:

- ✓ A good sense of humour, along with the ability to learn, adapt and align with the cultural and contextual realities of a youth-focused and youth-led organization.
- ✓ A Master's degree in Human Resource Management, Finance or Accounting, Organizational Design, Business Administration (MBA) or a related discipline.
- ✓ 5–7 years of relevant professional experience, preferably in the non-profit sector, with strong expertise across all facets of the employee life cycle and demonstrated financial management capabilities, including budgeting and cost control.
- ✓ Proven experience in managing large teams (60+ and above) and/or overseeing grants of INR 5-7 crore or more annually.
- ✓ Excellent communication, presentation and facilitation skills, with the ability to engage effectively with diverse internal and external stakeholders.
- ✓ Demonstrated experience in developing and institutionalizing policies, procedures and SOPs across HR, office administration, finance, logistics, and procurement.
- ✓ Strong interpersonal and collaboration skills, with the ability to work effectively across teams, functions, and organizational levels.
- ✓ Willingness to travel within Madhya Pradesh and occasionally to other states, as required.

Please complete the Application Form Diversity Detail Format and upload your latest resume/CV (mandatory)

[Application Form](#)

Please Apply on or before 14th January 2026.

Salary- The salary offered will be in the range of 10.00 to 12.00 Lakhs, though commensurate with the experience and expertise of the candidate and includes other benefits like PF, Insurance, paid leaves, work from home/flexible working hours, etc.

We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision. We aim to be an equal opportunity employer. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. People of all gender identities, including LGBTQ+, are encouraged to apply.