

Safe in India Foundation



Job Description: Manager-ESIC Awareness and Advocacy

Location: Pimpri-Chinchwad, Pune (Maharashtra)

About Safe in India Foundation

Safe in India Foundation Background: SII is a community service organization that was founded by a group of alumni of IIMA in 2016 in response to shocking evidence on grievous crush injuries to workers in the factories of the automobile component manufacturers. SII has since evolved in its mission through four social-impact areas: (1) assisting injured workers in accessing ESIC's healthcare and accident compensation, (2) using this evidence to improve safety in the Indian auto sector benefitting over one crore workers, (3) drawing from its on-the-ground, enable improvements in ESIC processes, potentially benefitting over 14 crore Indians who are dependent (directly or indirectly) on ESIC, and (4) empowering workers through knowledge of ESIC and occupational safety.

For the latest update on Safe In India, please read this [blog](#)/see this [video](#).

About the role

This is a significant new role to fulfill Safe in India strategy to expand its services from workers to employers and will therefore have significant interaction with senior management team.

The role holder will be responsible for overseeing and managing the Employee State Insurance Corporation (E.S.I.C) program awareness activities and utilisation, within the employers and their workers, in and around Pune, Maharashtra, and help advocate for improvements in ESIC services.

This role involves designing, implementing workshops, and evaluating strategies based on the learning outcomes and following activities:

1. Conduct regular awareness sessions and workshops about the benefits of ESIC for employers, employees, and HR staff on E.S.I.C compliance, procedures, benefits, and best practices.
2. Liaise with E.S.I.C officials, and monitor the E.S.I.C website, to stay updated on regulatory changes, interpretations, and compliance requirements.
3. Prepare and submit required brief reports, documents, and analyses based on agreed-upon outcomes to facilitate strategic decision-making and identify areas for improvement.
4. Evaluate the effectiveness of the E.S.I.C program using key performance indicators (KPIs), surveys, and feedback mechanisms, and implement continuous improvement in presentations initiatives as necessary.

ITC Apartment, 2nd Floor, Near Bank of Baroda, Village and Post Manesar, Gurugram, Haryana-122051
www.safeinindia.org, email: team@safeinindia.org, Ph: 9871515194

Safe in India Foundation provides free of charge assistance to injured workers in auto-sector supply chain, currently in Gurugram-Manesar, in their ESIC healthcare and claims. Safe in India's activities are funded by supporters and donors, concerned about the well-being of millions of Indian workers at risk. It has no income expectations or commercial partnerships. The co-founders do not charge Safe in India for their time and services.

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5. Monitor data collected from workshops, analyse the findings, and develop communications such as reports, blogs, and presentations for dissemination.
6. Assist in setting up or conducting advocacy in various forums to promote ESIC schemes in factories and enhance worker and employer experience with ESIC by advocating SII recommendations.

Skills and Qualifications

- Worker-centric approach.
- Min. 3 years of work experience in Social sector/HR/Labour law
- Good communication skills, written and oral in English and Hindi (Marathi will be a plus)
- Min Bachelor's degree in Human Resources, Social Work, Business Administration, Public Administration, or a related field. An advanced degree or certification in labour laws or analytics is a plus.
- Some experience in E.S.I.C regulations, policies, and procedures, compliance, or a related field is preferred.
- Strong analytical skills with the ability to interpret data, identify trends, and make data-driven decisions.
- Excellent interpersonal skills with the ability to effectively interact with employees, managers, government officials, and other stakeholders.
- Demonstrated project management skills, including planning, organizing, and prioritizing tasks and resources.
- Proficiency in MS Office applications and other relevant tools.
- Ability to work independently with minimal supervision and as part of a cross-functional team
- Attention to detail, accuracy, and confidentiality in handling sensitive information and records.

Location

Pimpri-Chinchwad, Pune.

Remuneration

Competitive in line with social services industry (we will not compete with for-profit commercial sector salaries)

Application

Please apply in confidence to sandeep.singh.safeinindia@gmail.com by 25th June 2024. Your application must include (a) a max two-page CV (b) a covering letter on why you would like to do this role and your fit with the requirements (c) one or two quality evidence of your work, academic or in a job, to demonstrate your strengths (d) your current remuneration.

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