

AIDHA

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to migrant domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 6,000 women and their families and communities. We attained much-coveted IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership, entrepreneurship and English. We conduct most of our classes on Sundays (when most migrant domestic workers have their day off). Until the pandemic took hold in early 2020, we held in-person classes at our campus at United World College in Dover. At that time, Aidha typically had 400-500 students attending classes and a pool of 150-200 active volunteers conducting the classes. Aidha is now transitioning back to in-person classes after being online since 2020. A key focus for Aidha will be to ramp up the number of in-person classes we offer, which will take place at our new main campus located at Rochester Commons near Buona Vista, as well as at our satellite campus at the FAST Hub near Eunos.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

POSITION: HR MANAGER (Part-time: 2 – 3 days a week)

Roles and Responsibilities

- Human Resources Management:
 - Oversee recruitment processes, from job postings to onboarding, ensuring a diverse and inclusive workforce.
 - Implement and manage HR policies and procedures, keeping them aligned with relevant employment laws.
 - Maintain an updated Employee Handbook
 - Maintain accurate and confidential employee records.
 - Handle employee relations, addressing concerns, and fostering a positive work environment.
 - Computation of payroll
 - Liaise with consultant on work permit application, handle renewal and cancellation
- Talent Development:
 - Monitor the performance appraisal process
 - Facilitate training and development programs to enhance employee skills and knowledge.
 - Collaborate with department heads to identify opportunities for growth.
 - Manage incoming internship requests, overseeing the internship program and ensuring a positive and enriching experience
- Benefits Administration:
 - Administer employee benefits programs, including leave, health insurance, and other perks
 - Keep abreast of industry trends to recommend competitive and attractive benefits packages
- Communication and Team Building:
 - Foster open communication channels within the organisation
 - Organise team-building activities to strengthen collaboration and morale
- Assist in other HR-related tasks as assigned by CEO

ARE YOU OUR HR MANAGER?

Our ideal HR Manager has at least 3-5 years of relevant HR generalist experience and is that rare combination of being able to think big picture but yet able to get down to the details. He/she must have a passion for working and interacting with people from diverse cultures and backgrounds and possess strong organisational skills and excellent written and verbal communication skills in English. He/she must be able to work well independently and as part of the team. He/she must have a strong understanding of Singapore's employment rules, regulations and requirements and be involved in staff development. Experience in Salesforce and HR easily would be a plus! If you enjoy adopting a collaborative approach and creating a happy, positive work environment, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- A deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- The opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- Unmatched opportunities for personal growth and to learn and develop new skills and experience
- Flexible work arrangements
- Never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume, stating current and expected salary to careers@aidha.org. We regret that only shortlisted candidates will be notified.