



INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

JOB DESCRIPTION

Head - Human Resources (India)

Organisation: Indo-Estonia Business Council (IEBC)

Department: Human Resources & Organisational Development

Reports To: Board Member & Executive Director

Location: In-Office (India)

Employment Type: Full-Time

About IEBC

The Indo-Estonia Business Council (IEBC) is a bilateral institutional platform established to strengthen trade, innovation, education, entrepreneurship, technology collaboration and long term economic cooperation between India and Estonia.

IEBC works with government agencies, academic institutions, industry bodies, startups, businesses and development partners to create sustainable opportunities that advance bilateral engagement.

The Council operates under the principles of:

- Purpose driven governance
- Integrity
- Transparency in decision making
- Evidence based organisational development
- Operational accountability
- Knowledge exchange
- Ethical representation
- Cross-border collaboration

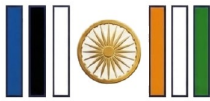
Role Purpose

The Head - Human Resources (HR) will provide strategic leadership for IEBC's human

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resources function and oversee talent acquisition, organisational development, employee engagement, performance management, policy development, workforce planning and statutory compliance.

The role is responsible for building a high performing, ethical and inclusive organisational culture while ensuring that IEBC attracts, develops and retains exceptional talent aligned with its institutional mission and governance standards.

The position will work closely with the Board, leadership team, external consultants and institutional partners to strengthen organisational capability and support IEBC's long term strategic objectives.

The role involves periodic domestic and international travel, including travel between India and Estonia, based on organisational requirements.

Core Responsibilities

1. Human Resources Strategy & Leadership

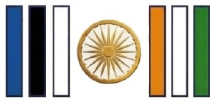
- Develop and implement IEBC's human resources strategy aligned with organisational objectives.
- Advise leadership on workforce planning and organisational development.
- Build HR systems that support institutional growth and governance.
- Foster an organisational culture based on integrity, accountability and collaboration.

2. Talent Acquisition & Workforce Planning

- Lead recruitment and selection processes across the organisation.
- Develop talent acquisition strategies to attract high calibre professionals.
- Support succession planning and workforce capability development.

3. Performance Management & Organisational Development

- Design and implement performance management systems.
- Establish key performance indicators and performance review frameworks.
- Support leadership development and employee capability enhancement.



- Identify organisational learning and development needs.

4. Employee Relations & Engagement

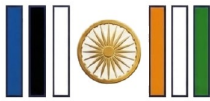
- Promote a positive, inclusive and high performance work environment.
- Coordinate travel logistics and accommodation for employees and institutional visitors where required.
- Ensure effective management of administrative contracts and service providers.
- Manage vendor relationships relating to administrative services.
- Develop employee engagement initiatives and organisational well-being programmes.
- Address employee concerns through fair, transparent and confidential processes.
- Promote diversity, equity and mutual respect within the organisation.

5. HR Policies, Governance & Compliance

- Develop, implement and periodically review human resources policies, including recruitment, probation, leave, attendance, performance management, employee conduct, disciplinary procedures, travel and other employment related policies.
- Support the development and periodic review of organisational governance policies, administrative procedures and internal operating frameworks in coordination with relevant departments.
- Maintain employee records and HR documentation.
- Coordinate with legal advisors and external consultants on employment related matters where required.

6. Compensation, Benefits & HR Operations

- Develop and administer compensation and benefits frameworks.
- Oversee payroll coordination in collaboration with the finance function.
- Monitor HR budgets and resource planning.
- Recommend market aligned compensation practices.



7. Learning & Leadership Development

- Develop training programmes supporting professional and leadership development.
- Coordinate onboarding and orientation programmes for new employees.
- Promote continuous learning and institutional knowledge sharing.

8. Institutional Support & Strategic Initiatives

- Support organisational restructuring and change management initiatives where required.
- Contribute to institutional planning and strategic projects.
- Prepare HR reports and workforce analytics for leadership and the Board.
- Represent IEBC on HR related institutional engagements when delegated.

Performance Metrics (Year-1)

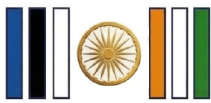
- Successful recruitment of key organisational positions.
- Employee retention and engagement outcomes.
- Timely implementation of HR policies and governance frameworks.
- Performance management processes effectively implemented.
- Compliance with applicable labour laws and organisational standards.
- Employee learning and development initiatives successfully delivered.
- Strengthening of organisational culture and workforce capability.

Candidate Profile - Ideal Alignment

Educational Qualifications

Bachelor's or Master's degree in one or more of the following disciplines:

- Human Resource Management
- Business Administration
- Psychology
- Management
- Public Administration



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An MBA (Human Resources), Master's in Human Resource Management or equivalent postgraduate qualification would be advantageous.

Professional certifications such as SHRM, HRCI, CIPD or equivalent would be considered an advantage.

Professional Experience

- Minimum 25 years of relevant experience in human resources, organisational development and strategic workforce management.
- Demonstrated experience in senior HR leadership roles.
- Experience designing and implementing HR policies, performance management systems and organisational development initiatives.
- Experience in talent acquisition, leadership development and employee engagement.
- Experience working with multinational organisations, international institutions or non-profit organisations would be advantageous.

Human Resources Competencies

- Strategic human resource management
- Talent acquisition and succession planning
- Organisational development
- Employee engagement
- Performance management
- Compensation and benefits
- HR governance and compliance
- Learning and development
- Change management
- Workforce planning

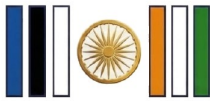
Leadership & Stakeholder Management

- Strong leadership and people management capabilities.
- Excellent interpersonal, communication and negotiation skills.

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- Ability to advise senior leadership on strategic HR matters.
- Experience working in multicultural and international environments.
- Ability to maintain confidentiality and exercise sound professional judgment.

Ethical & Professional Standards

- Highest standards of integrity and professionalism.
- Commitment to transparency, accountability and organisational governance.
- Respect for confidentiality and ethical decision making.
- Commitment to fostering an inclusive and respectful workplace.

Behavioural Attributes

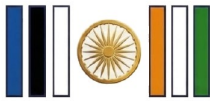
- Strategic and people centric leader.
- Excellent problem solving and decision making abilities.
- Strong emotional intelligence and interpersonal skills.
- Highly organised and detail oriented.
- Adaptable and proactive.
- Collaborative and solution oriented.
- Ability to work independently with minimal supervision.

Compensation Structure

- Competitive remuneration commensurate with qualifications, relevant experience and demonstrated capabilities.
- Performance review after six months.
- Three-month probation period.
- Performance linked growth opportunities.

Ethical Commitment Requirement

The successful candidate must adhere to:

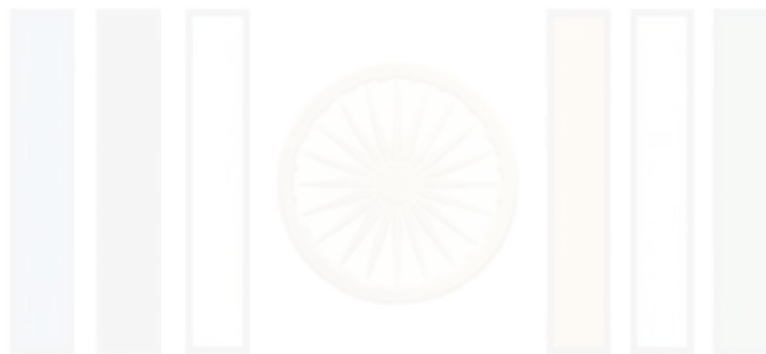


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- IEBC Code of Conduct.
 - Governance and reporting standards.
 - Conflict-of-interest disclosure requirements.
 - Responsible use of institutional resources and information.
 - Principles of transparency, accountability and ethical leadership.

Interested applicants are invited to submit their applications to: hr@iebc.ee



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