

Job Description for:

## CSR Compliance Officer

**\*Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds\***

<b>Vacancy released by</b>	HCLFoundation
<b>Vacancy Code</b>	HCLF/JD/CC/CO/14052024
<b>Date of Posting</b>	14 <sup>th</sup> May 2024
<b>Last date to apply</b>	5 <sup>th</sup> June 2024
<b>Location</b>	Noida

### About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

### Vision

To be the source code for sustainable socio-economic and environmental development.

### Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

### Link

HCLFoundation: <https://youtu.be/ExxVM856rHk>

## **Position: CSR Compliance Officer**

The Compliance Officer is responsible to ensure all project execution and implementation are as per CSR law. The officer will work with Director CSR office and support all the reporting requirement as per law. This position will monitor and support all ongoing and other than ongoing projects of various programmes and initiatives of HCLFoundation.

### **The position will be responsible for:**

- Ensuring that all programmes/project modality of fund utilization are aligned with the agreed terms;
- Ensure the project implementation is scheduled as per the particular Financial year;
- Support in mapping the Schedule VII clauses of CSR law- Projects implemented by HCLF;
- Support in developing Annual Action Plan of all programmes under HCLFoundation;
- Maintain details of ongoing and other than ongoing projects year on year and support in the reporting;
- Maintain the details of the eligible projects for impact assessment as sub-rule (3) of Rule 8 of the Companies (Corporate Social Responsibility Policy) Rules, 2014;
- Ensures Needs & Impact Assessment are conducted periodically to evaluate programmes effectiveness and reports are submitted well within the timeline;
- Design and conduct periodic training in CSR compliance and ethics for all employees;
- Obtains up-to-date information on changes in CSR laws, rules, and regulations;
- Willing to perform other duties as may be assigned.

### **Qualification and Skills:**

Education: University master's degree preferably in Business Administration, MSW, Economics, corporate social responsibility and other related field.

- At least 2-3 years of experience in CSR
- Relevant training and/or certifications/Credit course in CSR.
- Candidate having prior experience and thorough knowledge of the CSR laws and regulations in India is desirable.

# HCLFoundation

**Remuneration:**

Salary commensurate with experience

**How to Apply:**

Please email your CV with a Cover letter, justifying your suitability for the role.

Please put email subject line as – Your Name\_ CSR Compliance Officer\_ Vacancy Code

Please send your application to [kaisolo.pazhiini@hcltech.com](mailto:kaisolo.pazhiini@hcltech.com) and [priyanka.mishra@hcltech.com](mailto:priyanka.mishra@hcltech.com)

Last date of submission of completed application is 5<sup>th</sup> June 2024 Kindly note that only shortlisted candidates will be contacted.

HCLFoundation is an Equal Opportunity Employer and promote a culture of inclusivity. We would prefer females, people with disabilities, and people with different gender identities with equal expertise over the application. People with all orientations and identities are encouraged to apply.