



**Shikshana Prasaraka Mandali**  
**Sharada Sabhagriha, S. P. College Campus, Pune – 411030**

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**Required**

Applications are invited from eligible and experienced candidates for the following post at Central office of S. P. Mandali, Pune – 30.

Post	No. of Posts	Requirement
Senior HR Manager	1	<ol style="list-style-type: none"><li>1. Formal education/degree in HR domain</li><li>2. Should have at least 10-15 years' experience in HR Operations (out of which min 1 year at managerial cadre)</li><li>3. Strong organizational and administrative skills</li><li>4. Good communication and interpersonal abilities</li><li>5. Knowledge of employee performance management</li><li>6. Should have hands on experience on policy development</li><li>7. Ability to manage employee grievances</li><li>8. Basic knowledge of labour laws and HR practices</li></ol>

**General Instructions:**

- 1) Only shortlisted candidates will be called for interview.
- 2) The candidate must bring required documents while appearing for the interview.
- 3) No TA/DA will be provided by the organisation to attend the interview.
- 4) The remuneration will be commensurate with the candidate's qualifications & experience.
- 5) Candidates should mention the post applied for and forward the application along with copies of required documents & testimonials to [recruitment@spm.education](mailto:recruitment@spm.education) or hard copy to **The Secretary, Shikshana Prasaraka Mandali, Sharada Sabhagriha, S. P. College Campus, Sadashiv Peth, Pune – 411 030** within 8 days from the date of publication of this advertisement.
- 6) The decision of Shikshana Prasaraka Mandali will be final.

**Secretary,**  
**S. P. Mandali Pune - 30**