



**INVITING EXPRESSION OF INTEREST (EOI) FOR RECRUITMENT OF
CHIEF HUMAN RESOURCE OFFICER/ CHIEF -PEOPLE & CULTURE
AT MOBILE CRECHES, NEW DELHI 110001**

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Mobile Creches for Working Mother's Children, invites Expression of Interest (EOI) from reputed, renowned and experienced Indian recruitment agencies/firms/consultancies for the IMMEDIATE recruitment of Chief Human Resource Officer/Chief-People & Culture, positioned at Mobile Creches's national office (New Delhi).

About organization

Mobile Creches, (MC) a pioneer NGO, has been operational since 1969, reaching early childhood development services to more than 35,000 children every year, through workplace, urban poor and rural crèches and daycare centres.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on the marginalized young child under six years, and their poor working parents, especially working mothers. MC's multi-pronged approach- providing quality childcare services, trainings, and ECD partnerships address the short and long term needs of children. It is officially recognized as a ECD technical resource by the government and is on the path of rapid scaling in partnerships with governments, industries, and other players in civil society.

Proposed services

- Sourcing and screening candidates
- Conducting interviews (phone, video, or in-person)
- Reference checks
- Salary negotiations
- Onboarding support

DIZ Area, Raja Bazaar, Sector IV,
New Delhi 110001 India

Phone +91 11 23347635 / 7281
Email mail@mobilecreches.org
Web www.mobilecreches.org

Technical Criteria for selection

- The firm/agency should have at least 10 years of work experience in recruiting Human Resource for development sector.
- The firm/agency should have demonstratable experience in recruiting CEO/CXO level positions in mid to high sized social sector organisations.
- Delhi-based applicants will be given a preference.

With your application, please submit the following information:

- Your agency's experience and expertise in our industry/sector (information of past clients services rendered to)
- Your recruitment process and methodology
- Your fees and payment terms
- References
- GST Certificate
- PAN Card
- Your availability and capacity to start work immediately.

Any updates to the EOI Documents shall be hosted on our website. The interested agencies/firms/consultancies are requested to ensure that all updates are considered while submitting the EOI.

Last date of submission of EoI is: 30th May 2024

Firms may send their applications in the prescribed format along with Annexures at mahjabi@mobilecreches.org or post under sealed cover to the- Chief Executive Officer, Mobile Creches for Working Mother's Children, DIZ area, Raja Bazar, Sector IV New Delhi-110001