



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under <b>Section 3</b> of the <b>UGC Act 1956</b> and is a renowned science and technology institute with its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Assistant Manager/ Dy Manager / Manager</b>
<b>Job Type</b>	Consolidated Pay
<b>Reporting to</b>	<b>CHRO</b>
<b>Will also work very closely with</b>	Campus Head HR, Central team members, Registrar office, Deans and Associate Deans etc
<b>No of positions</b>	<b>Two</b>
<b>Location</b>	<b>Mumbai</b>
<b>Principal Responsibilities</b>	<p>Will be part of Central HR team to support in driving various HR processes and fix the gaps in existing system to avoid the negative consequences. Support in driving HR processes across the campuses from central point of view, wherein we need to start few initiatives right from the beginning, such as.</p> <ul style="list-style-type: none"> <li>• Capability building especially on Non-Academic / Non-Teaching Staff (Learning &amp; Development)</li> <li>• Employee Engagement Initiatives</li> <li>• Review the effectiveness of Recruitment Process and Execution (SOP) including background verifications, Non-Disclosure Agreements etc.</li> <li>• Job Description and Mapping to a standard level / grade applicable to all campuses.</li> <li>• HR Policies and Practices applicable in India to be replicated to Dubai campus.</li> <li>• Focused approach on Employee Wellbeing including Wellness programs.</li> <li>• Performance Management System</li> <li>• Zero Based Organization Structure</li> <li>• Promotion Strategy and Succession plans based on Performance and Potentials to next level.</li> <li>• Reward to Recognition scheme to ensure good performer and potential talents are motivated, recognized and taken care.</li> </ul>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Should have sound functional knowledge.</li> <li>• Should be strong on presentation skill</li> <li>• Should possess excellent communication and listening skills, patience, critical thinking ability.</li> </ul>
<b>Qualification and Experience</b>	<p>PG /MBA or equivalent with minimum 5 years of experience in HR.</p> <p>" The Director may, however, consider extraordinary circumstances for providing relaxation of experience in case of the exception qualification or experience of the candidate."</p>
<b>Remuneration</b>	Suitable candidate will be remunerated based on experience and expertise.