



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

About BITS Pilani	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 Section 3 of the UGC Act 1956 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.
Industry	Higher Education
Post/Job Title	Assistant Manager / Deputy Manager
Job Type	CTC
Reporting to	CHRO
Will also work very closely with	Internal Stakeholders: Heads of Departments, Finance & Accounts, IT Teams, and Campus HR Heads. External Stakeholders: Educational Institutions, Professional Bodies, Recruitment Agencies, Consultants, HR Service Providers, and Technology Partners.
No of Position	1
Location	Mumbai
About Role	<p>We are seeking a dynamic and experienced HR professional to support the Central HR function. The incumbent will be responsible for managing the key Human Resources processes and contributing towards strategic HR initiatives across campuses.</p> <p>The role demands a strong blend of operational excellence, strategic thinking, stakeholder management, and people-centric approach to support the agenda of people management.</p>
Principal Responsibilities	<p>Key contributions to Strategic HR</p> <ul style="list-style-type: none"> • Partner with academic and administrative leadership on workforce planning, organizational design, and talent strategy. • Support HR transformation initiatives aligned with institutional objectives and growth plans. <p>Talent Acquisition & Onboarding</p> <ul style="list-style-type: none"> • Recruitment for non-academic positions across campuses. • Build strong talent pipelines through engagement with educational institutions, professional bodies, consultants, and recruitment partners. • Ensure seamless onboarding and integration of new employees. <p>Performance Management & Talent Development</p> <ul style="list-style-type: none"> • Drive performance management processes and talent review frameworks. • Support learning & development, and employee capability enhancement initiatives. • Foster a culture of continuous learning, collaboration, and accountability.



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	<p>Compensation, Benefits & HR Operations</p> <ul style="list-style-type: none"> • Support compensation & benefits administration, and policy implementation. • Ensure effective HR governance, compliance, and adherence to institutional policies and statutory requirements. • Oversee HR operations, employee lifecycle management. <p>HR Analytics & Digital HR</p> <ul style="list-style-type: none"> • Work on HR analytics, dashboards, MIS reporting. • Lead digitization and automation initiatives through HRIS/ERP platforms. • Support process improvements and institutional HR transformation projects.
<p>Other Skill and Ability Requirements</p>	<ul style="list-style-type: none"> • Strong understanding of end-to-end HR processes and HR best practices. • Hands-on experience with HRMS/ERP platforms such as SAP, PeopleSoft, SuccessFactors, Darwinbox, People Strong or equivalent systems. • Excellent communication, interpersonal, and stakeholder management skills. • Strong analytical, problem-solving, and process orientation capabilities. • Ability to influence stakeholders, manage change, and work collaboratively across diverse teams and campuses. • High degree of integrity, professionalism, and people sensitivity. • The ideal candidate is a mature HR professional to balance strategic priorities with operational execution, and who is passionate about building people practices that strengthen academic excellence and institutional culture.
<p>Qualification and Experience</p>	<ul style="list-style-type: none"> • Full Time Postgraduate Degree/Diploma in Human Resources, Industrial Relations, Personnel Management, Organizational Behaviour, or related discipline. • 5–8 years of progressive HR experience, preferably in Higher Education, large institutions, or knowledge-driven organizations. • Age between 25 - 35 years as on 1 June 2026.
<p>Remuneration</p>	<p>CTC around Rs. 15 Lakhs per annum (inclusive of all benefits). Compensation may be enhanced for exceptional candidates based on experience, expertise, and institutional fit.</p>