



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/Service	Higher Education
Post/Job Title	Manager / Senior Manager
Job Type	CTC
Reporting to	CHRO
Will also work very closely with	Internal Stakeholders: Deans, 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 positions	1
Location	Mumbai
About Role	<p>We are seeking a dynamic and experienced HR professional to lead the Central HR function. The incumbent will be responsible for managing the entire gamut of Human Resources processes and driving strategic HR initiatives across campuses and institutional functions.</p> <p>The role demands a strong blend of operational excellence, strategic thinking, stakeholder management, and people-centric leadership to support the Institution's growth and transformation agenda.</p>
Principal Responsibilities	<p>Strategic HR Leadership</p> <ul style="list-style-type: none"> • Lead and manage end-to-end HR operations for central and institutional teams. • Partner with academic and administrative leadership on workforce planning, organizational design, and talent strategy. • Drive HR transformation initiatives aligned with institutional objectives and growth plans. <p>Talent Acquisition & Onboarding</p> <ul style="list-style-type: none"> • Lead recruitment strategies for academic and 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, leadership development, succession planning, and employee capability enhancement initiatives.



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	<ul style="list-style-type: none"> Foster a culture of continuous learning, collaboration, and accountability. <p>Compensation, Benefits & HR Operations</p> <ul style="list-style-type: none"> Support compensation benchmarking, benefits administration, and policy implementation. Ensure effective HR governance, compliance, and adherence to institutional policies and statutory requirements. Oversee HR operations, employee lifecycle management, and HR service delivery. <p>HR Analytics & Digital HR</p> <ul style="list-style-type: none"> Drive HR analytics, dashboards, MIS reporting, and data-driven decision-making. Lead digitization and automation initiatives through HRIS/ERP platforms. Support process improvements and institutional HR transformation projects. <p>Qualification & Experience</p> <ul style="list-style-type: none"> Postgraduate Degree/Diploma in Human Resources, Industrial Relations, Personnel Management, Organizational Behaviour, or related discipline. 10–15 years of progressive HR experience, preferably in Higher Education, large institutions, or knowledge-driven organizations. Prior experience in independently managing a business unit, campus, or HR vertical in a managerial/leadership role is preferred. <p>Desired Skills & Competencies</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.
<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, Success Factors, Darwin box, 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 leader with the ability to balance strategic priorities with operational execution, and who is passionate about building people practices that strengthen academic excellence and institutional culture.



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Qualification and Experience	<ul style="list-style-type: none">• Full Time Postgraduate Degree/Diploma in Human Resources, Industrial Relations, Personnel Management, Organizational Behaviour, or related discipline.• 10–15 years of progressive HR experience, preferably in Higher Education, large institutions, or knowledge-driven organizations.• Prior experience in independently managing a business unit, campus, or HR vertical in a managerial/leadership role is preferred.• Age between 28 - 40 years as on 1 June 2026.
Remuneration	CTC around Rs. 25 Lakhs per annum (inclusive of all benefits). Compensation may be enhanced for exceptional candidates based on experience, expertise, and institutional fit.