



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Executive – HR
Appointment	Full-time
Reporting to	Manager- HR
Department	Human Resources
Position	1
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE. BITS Pilani has been granted the status of "Institute of Eminence" by Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 16 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC.



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	The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To be able to independently execute the day-to-day operations across the entire gamut of HR functions, including talent acquisition, employee lifecycle management, performance tracking, payroll coordination, and employee relations. Working under the guidance of the HR Manager, the HR Executive ensures the smooth implementation of HR policies and delivers seamless operational support to meet the institute's workforce needs.
Key Responsibility Areas	1. Talent Acquisition & Onboarding Execute end-to-end recruitment processes, including job postings, resume screening, scheduling interviews, and candidate communication. Maintain and update candidate databases to ensure a pipeline for active openings. Coordinate and facilitate comprehensive onboarding programs, ensuring all new-hire paperwork and induction schedules are completed efficiently. 2. Employee Records & HRIS Management Manage the integrity of employee files by maintaining accurate, up-to-date physical and digital records. Operate and maintain the HRIS platform, ensuring all employee data, status changes, and movements are updated in real time. Prepare documentation for internal and external audits, ensuring strict compliance with regulatory frameworks.



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3. Leave, Attendance & Payroll Coordination

Coordinate with Department Heads to compile, track, and monitor the annual leave plan.

Oversee daily attendance and leave records, resolving anomalies in time-keeping systems.

Process and verify annual airfare claim against employee entitlements.

Compile and provide structured, verified attendance and benefit data to the payroll team monthly.

4. Performance Management Support

Administer the performance review cycles, tracking timelines for probation evaluations, mid-year check-ins, and annual appraisals.

Collate performance appraisal documentation and generate summaries for the HR Manager's review.

Ensure all employee goals and milestones are accurately tracked within the performance management system.

5. Training & Development Operations

Organize logistics for training programs, including venue booking, material preparation, and scheduling.

Track and maintain meticulous records of employee training hours, attendance, and expenditures.

Collate post-training feedback and compile outcome reports for evaluation.

6. Employee Relations & Engagement

Serve as the primary point of contact for employees regarding routine queries on policies, benefits, and HR procedures.

Assist the HR Manager in addressing employee grievances, ensuring accurate documentation of incidents.

Organize and execute employee engagement activities and institutional events as directed.

7. Policy Implementation & Compliance

Implement approved HR policies consistently across all departments.

Monitor workplace practices to ensure alignment with labor laws and internal guidelines.

Maintain strict confidentiality regarding all sensitive personnel data and records.



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8. HR Reporting & Analytics

Compile and generate regular reports on core HR metrics, such as headcount, turnover, absenteeism, and recruitment timelines.

Provide accurate data inputs to support the HR Manager and senior leadership in decision-making.

9. Separation & Exit Administration

Manage the administrative workflow for employee separations, including resignations, terminations, and superannuation.

Conduct standard exit interviews, facilitate the clearance process, and coordinate with payroll for final settlements.

10. General Administrative Support

Draft official HR correspondence, including offer letters, confirmation letters, and internal memos.

Provide operational support for HR-related meetings, minutes, and office supply management.

Competencies Required

Effective Communication: Ability to explain policies clearly and interact professionally with staff at all levels.

Operational Precision: Exceptional attention to detail in record-keeping, data entry, and compliance tracking.

Efficiency & Time Management: Ability to manage a high volume of operational tasks and consistently meet deadlines.

Professional Integrity: Uncompromising commitment to maintaining confidentiality regarding sensitive employee information.

Problem-Solving: Strong capability to resolve day-to-day employee queries quickly and tactfully

Technical Proficiency: Strong working knowledge of **HRIS software, MS Office Suite (advanced Excel)**

Educational qualification

Master's degree Human Resources, Business Administration, or related field.

Experience

7-10 years of relevant experience in handling the whole gamut of HR operations in a corporate or academic setting.

Remuneration & benefits

Commensurate with qualifications and experience

Interested candidates meeting the above qualifications and experience must apply online at <https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai> by **23/09/2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.