	Career Opportunity **@** **BITS Pilani, Dubai Campus**

Position Title	Executive – HR
Appointment	Full-time
Reporting to	Manager – HR
Department	Administration
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 Human Resource Development, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, 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, BBA, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 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. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 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 provide administrative support and assistance in the execution of HR functions, including recruitment, employee records management, performance management, payroll, training, and employee relations. The HR Executive plays a key role in implementing HR policies and ensuring smooth HR operations to support the institute's workforce needs
Key Responsibility Areas	1. **Recruitment and Staffing:** - Assist in the end-to-end recruitment process, including job posting, screening resumes, and scheduling interviews. - Maintain candidate databases and assist in the hiring process. - Conduct initial onboarding for new hires, including paperwork and induction programs. 2. **Employee Records Management:** - Maintain up-to-date employee records and personal data both physically and electronically - Ensure all HR documents are accurate, complete, and compliant with regulations and audit requirements - Manage HRIS (Human Resource Information System) to track employee details and activities. 3. **Leave and Airfare Administration:** - Coordinate with the Department heads & Practice School in compiling the annual leave plan as per entitlement and to finalize the retention process - Ensure accuracy of attendance records, leaves. - Process the annual airfare claims

      o Provide the necessary data for payroll process

4. **Performance Management:**
   - o Support the performance review process – probation, mid-year, annual , including documentation and tracking.
   - o Assist in preparing performance reports and sharing feedback with relevant departments.
   - o Track employee goals and milestones in the performance management system.

5. **Training and Development Support:**
   - o Coordinate and assist in organizing training programs and workshops.
   - o Track and maintain records of employee training and development activities.
   - o Assist in evaluating training outcomes and employee feedback.

6. **Employee Relations:**
   - o Serve as a point of contact for employees regarding HR policies, benefits, and other inquiries.
   - o Assist with addressing employee grievances and concerns in collaboration with senior HR staff.
   - o Support in organizing employee engagement activities and initiatives.

7. **HR Policies and Compliance:**
   - o Assist in implementing HR policies and ensuring adherence to company guidelines.
   - o Monitor compliance with labor laws and internal procedures.
   - o Ensure employee confidentiality and data protection at all times.

8. **HR Reporting:**
   - o Prepare and maintain reports on HR metrics, such as attendance, recruitment, and employee turnover.
   - o Assist in compiling data for management review and decision-making.

9. **Exit Management**
   - o Manage the administration of the separation process of employees be it resignation, termination or superannuation.

10. **General Administrative Support:**
   - o Provide administrative support for HR-related meetings and events.
   - o Handle routine HR correspondence, issuing of letters and manage HR office supplies.
   - o Assists in any other institutional activities as and when required

	Career Opportunity **@** **BITS Pilani, Dubai Campus**

Competencies Required	1. **Communication Skills:** Ability to communicate clearly and effectively with employees at all levels. 2. **Attention to Detail:** Ensure accuracy in all administrative tasks, particularly in payroll and record-keeping. 3. **Time Management:** Ability to handle multiple HR tasks efficiently and meet deadlines. 4. **Confidentiality and Integrity:** Maintain the highest level of confidentiality regarding sensitive employee information. 5. **Problem-Solving:** Ability to resolve employee queries and issues in a timely and professional manner. 6. **Organizational Skills:** Strong organizational ability to handle HR documentation and tasks.
Educational qualification	Master's degree Human Resources, Business Administration, or related field.
Experience	5-7 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 **13-May-25**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.