



ST. JOSEPH'S COLLEGE (Autonomous)

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(ಸ್ವಾಯತ್ತ)

Staff Recruitment 2021-22

St. Joseph's College (Autonomous), Bengaluru invites applications for the post of HR.

Requirements:

- A Master's Degree in Human Resources Management or a relevant field
- Prior experience of managing diverse teams
- Experience in planning, developing, and implementing effective HR strategies
- Experience with ERP software and MS Office, especially Excel
- Sound knowledge of all HR processes (e.g. recruitment, talent management, etc.)
- Sound knowledge of all labor laws and regulations
- Excellent leadership and management qualities
- Strong verbal as well as non-verbal communication skills
- Exceptional time-management and organizational skills
- Excellent network and proven participation in conferences/seminars as a speaker etc.

Job Description:

- Build a workforce that creates a competitive advantage by recruiting, developing, and retaining top talent
- Drive continuous improvement and leading change through staff welfare activities, industry-led campaigns on people development
- Drive partnerships and collaborations to enhance the effectiveness of the Institution through leadership changes to ensure growth and success
- Developing strategic HR policies and plans (e.g. recruitment, compensation, training, etc.)
- Partner with stakeholders to create a strategy and vision around the development of future process flows, to identify needed workflow changes, and enhance staff capabilities
- Ability to handle all HR-related matters including recruitment, induction, orientation, onboarding with the necessary documentation, staff evaluation, and appraisal
- Ability to link change management needs, communications, tools, and processes
- Lead community development programmes, and CSR initiatives in collaboration with other related stakeholders across India and overseas
- Ability to liaise with global and local stakeholders and led the transition whilst promoting best practices in HR and Strategy across the Institution
- Champion the Talent Management agenda at the country level with laser focus towards building talent capabilities, strengthening succession, diversity, and inclusion
- Preference will be given to candidates who have participated in conferences, seminars and have a good network with Organisations/Institutions
- Ensuring all procedures are in compliance with legal regulations

Kindly fill out the application available in the Google form link given below and submit it along with your covering letter and CV through the same link on or before **Saturday, 27 November 2021**.

Google form link: <https://forms.gle/2RchsJCdsySbM2eAA>

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