



**ST JOSEPH'S
UNIVERSITY**
BENGALURU, INDIA

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WE ARE HIRING

**NON-TEACHING
POST:**

**ASSOCIATE HUMAN
RESOURCES OFFICER**

APPLY NOW

- #36, Lalbagh Road, Bengaluru
- www.sju.edu.in
- 10 September 2026



Interested candidates for this non-teaching post should fill out the Google Form (link provided below) and upload their CV and cover letter as attachments to the Form. The Google Form should be submitted on or before **Sunday, 20 September 2026**.

Google Form link: <https://forms.gle/U7ZLUno6ZtLDxFUY8>

Qualification:

- Master's Degree in Human Resources, Business Administration, or a related field

Requirements:

- Qualified and motivated HR professional who will play a pivotal role in supporting and advancing the University's people strategy across a broad portfolio of HR functions, working collaboratively with departmental heads, senior institutional leaders, and cross-functional teams.
- The position will report to the Chief Human Resources Officer and will collaborate with the team to advance the strategic vision of the University.
- Extensive experience in organisational change, workforce planning, and/or HR project delivery.
- Familiarity with EDI principles and inclusive practices, employee well-being and employee relations management and practices.
- Preferably a minimum of 4 years of progressive HR experience, ideally within a higher education or similarly complex institutional setting.
- Demonstrable experience supporting the full employee lifecycle, including recruitment, onboarding, performance management, and exit processes.
- Demonstrated ability to design and implement performance management or employee engagement frameworks with measurable outcomes.
- Excellent knowledge of higher education labour law, UGC regulations, and applicable governance frameworks.
- Strong communication, stakeholder management, and people advisory skills.
- Proficiency in HRIS platforms and HR data management.

Responsibilities:

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| • Talent Acquisition and Onboarding | • Organisational Change and Transformation Support |
| • Performance Management and Probation | • Workforce Planning and Analytics |
| • Employee Relations, Welfare and Grievance Management | • Performance Management System Design |
| • Compliance, Governance and Legal Advisory | • Employee Engagement and Wellbeing |
| • HR Operations and Employee Lifecycle Management | • Career Frameworks and Reward |
| • HR Information Systems (HRIS) and Data Management | • Equality, Diversity & Inclusion (EDI) |
| • Policy, SOP Development and Information Dissemination | • Induction, Onboarding and Learning Design |
| • Faculty and Staff Development | • Exit Management and Retention Intelligence |
| • Budget, Financial Planning and Audits | • HR Documentation and Policy Drafting |
| • Lead or Contribute to New Initiatives | |

Note: Staff members who are newly appointed after the commencement of the academic year, i.e. June 2026 onwards, will serve on a contract until May 2027. Following this period, they may transition to a 2-year probationary phase, contingent upon performance evaluations.