



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

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WE ARE HIRING

**NON-TEACHING
POST:**

**ASSOCIATE HUMAN
RESOURCES MANAGER**

APPLY NOW

- #36, Lalbagh Road, Bengaluru
- www.sju.edu.in
- 30 June 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 **Thursday, 9 July 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:

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