

Job Title: HR/Recruiter – Centre for Excellence in Design

No.of Positions: 2

A) Job Summary:

As a Recruiter with HR responsibilities for our CoE Design training program, you will be responsible for sourcing, selecting, and managing the onboarding process of candidates, ensuring a smooth transition into the program. You will also play a crucial role in supporting HR functions related to participant management and engagement throughout the training journey.

B) Key Responsibilities:

- Partner with program managers and other functional teams to identify staffing needs and recruitment priorities for the CoE Design training program.
- Develop and execute recruitment strategies to attract qualified candidates, utilizing various channels such as online platforms, networking, and industry events.
- Screen resumes, conduct interviews, and assess candidate qualifications, skills, and alignment with program goals.
- Coordinate interview schedules and assessments in collaboration with program managers, instructors, and industry experts.
- Maintain candidate pipelines and manage communications to provide updates on application status and next steps.
- Support the development and implementation of HR strategies aligned with program objectives, ensuring compliance with policies and regulations.
- Assist in the onboarding process for new participants, including orientation sessions and facilitating integration into the program.
- Monitor participant progress and performance, providing HR guidance and support as needed throughout their training journey.
- Manage participant records, including HR information, training progress, and performance evaluations, ensuring accuracy and confidentiality.
- Collaborate with internal teams to enhance participant engagement and satisfaction through effective HR practices and initiatives.
- Any other duties as needed by organisation.

C) Qualifications:

1. **Age limit** :45 years Maximum. Admissible age relaxation for SC, ST, OBC and PH will be extended.

2. **Minimum Eligibility Criteria:**

- Bachelor of Commerce or BBA with 10 Years of relevant experience
Or
Master of Commerce or MBA with 8 years of relevant experience
- Proven experience in recruitment and talent acquisition roles, with knowledge of HR principles and practices.
- Strong understanding of recruitment strategies, sourcing techniques, and candidate assessment methods.
- Excellent communication and interpersonal skills, with the ability to engage effectively with candidates and stakeholders.
- Organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a dynamic environment.
- Ability to maintain confidentiality and handle sensitive information with discretion.

3. Salary:

- Consolidated salary offered will be commensurate with qualifications and experience, ranging from INR 70,000/- to INR 1,20,000/- per month. Final salary determination will be based on the candidate's performance during interviews, their relevant experience, and other pertinent factors, ensuring competitive compensation aligned with qualifications and achievements.

D) General Conditions:

1. Duration:

The positions are on contract and will be temporary for a period of ONE year and renewable annually for a maximum period of 5 years, based on satisfactory performance and at the discretion of the authorities of the Institute.

2. Selection Method:

Interview for short listed candidates will be held at Indian Institute of Science Campus, Bangalore.

3. Applicants who possess the minimum educational qualification as on the date of advertisement only need to apply.
4. Candidates would be expected to work on any of the three shifts including night shifts and holidays, except for the female candidates.
5. No accommodation will be available on the Institute campus.
6. Admissible age relaxation for SC, ST, OBC and PH will be extended.

E) Application Process:

Interested candidates should submit their resume for the program to veeraallam@iisc.ac.in with cc to chair.cpdm@iisc.ac.in by **11th Oct 2024**