



Advt No. TiHAN/July/2021/Rec/18

Dated. 26/07/2021

Recruitment for HR Manager at TiHAN IIT Hyderabad

The DST-NMICPS Technology Innovation Hub on Autonomous Navigation and Data Acquisition Systems (UAVs, ROVs, etc.) is sponsored by the Dept. of Science and Technology, Govt of India, and will focus on cutting-edge technology development, promotion of innovation and entrepreneurship activities, and manpower training in the broad areas of Autonomous Navigation and Data Acquisition Systems.

The Hub invites applications from Indian nationals for the post of HR Manager.

Position: HR Manager

Emoluments: Consolidated Pay of Rs. 30,000/- per month.

Essential Qualification:

PG/MBA in Human Resource Management/Any degree with PG diploma in HR management or any Equivalent

Experience: Minimum of 2 years of HR Management Experience

Job responsibilities:

- Establish, update and implement HR policies and procedures that meets top management needs.
- Recruiting staff – this includes developing job descriptions and person specifications, preparing job advertisements, checking application forms, short listing, interviewing and selecting candidates.
- Sourcing potential candidates from various online channels.
- Handle administration and record- keeping.
- Oversee and manage a performance appraisal system that drives high performance.
- Establish training development and planning for all employee to increase skill up to meet requirement.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Ensure legal compliance throughout human resource management.

The ideal candidate should possess the following skills and attributes:

- Good interpersonal and organization skills.
- Strong command of English language (both written and verbal).
- Familiarity with Applicant Tracking systems and resume database.



- Sound Judgment.
- Proficiency in MS Office.
- Good administrative, documentation and communication skills.
- Meticulous and able to multi- task.
- Ability to meet deadlines and work under pressure.

Application Link: <https://bit.ly/3zOKJYn>

How to Apply:

- Candidates, who fulfil the eligibility criteria, should apply through the link given above latest by **5:00 pm, 08th August, 2021**.
- For more details can visit <https://tihan.iith.ac.in/careers-news/>
- Short listed candidates will be informed for an Interview by E-mail with details.
- The interview for the selection may be either online (likely) or physical depending on the situation.