

Inviting Applications for HR Officer (Talent Acquisition)

Responsibilities:

The candidate will be responsible for designing and executing effective recruitment strategies to attract, assess, and retain top academic and administrative talent. This role requires a strategic leader who can drive talent acquisition initiatives, build employer branding, and develop innovative hiring practices to support the university's growth and excellence.

Key Responsibilities includes:

1. Strategic Talent Acquisition & Workforce Planning:

- Develop and implement recruitment strategies to attract high-quality faculty, researchers, and administrative staff.
- Align hiring processes with the university's academic and research vision, ensuring excellence in talent acquisition.
- Forecast talent needs and build proactive hiring plans to support institutional growth.

2. Employer Branding & Outreach

- Enhance NIST University's employer brand to attract top-tier talent from academia and industry.
- Develop strategic partnerships with universities, research institutions, and professional organizations.
- Represent NIST University at career fairs, conferences, and networking events.

3. Recruitment Operations & Process Optimization

- Lead end-to-end hiring processes, including job postings, sourcing, screening, interviewing, and onboarding.
- Leverage technology including AI-driven recruitment tools, and data analytics to improve hiring efficiency.
- Implement diversity and inclusion initiatives in hiring practices.

4. Talent Pipeline Development

- Create and maintain a robust talent pipeline for faculty, researchers, and administrative leadership roles.
- Identify and engage with high-potential candidates through networking and industry outreach.
- Develop succession planning strategies to ensure a sustainable leadership pipeline.

5. Collaboration with Academic & Administrative Leaders

- Work closely with Deans, Department Heads, and senior leadership to identify hiring needs.
- Align recruitment strategies with academic program expansion and research focus areas.
- Ensure compliance with university policies, regulatory requirements, and best HR practices.

6. Data-Driven Decision Making

- Utilize HR analytics and metrics to measure recruitment effectiveness and continuously improve hiring processes.
- Generate reports and insights to optimize recruitment strategies.



Essential Qualifications:

- Master's degree in Human Resources, Business Administration, or a related field.
- 7+ years of experience in talent acquisition, preferably in higher education or R&D sectors.
- Proven track record of attracting top-tier faculty, researchers, and leadership talent.
- Strong knowledge of HR best practices, employment laws, and diversity hiring strategies.
- Experience with applicant tracking systems and recruitment technology.
- Excellent leadership, communication, and negotiation skills.

Preference will be given to person with:

- Experience in global talent acquisition and faculty recruitment.
- Strong industry and academic network connections.
- Expertise in employer branding and digital recruitment strategies.
- Ability to manage multiple priorities and work in a fast-paced environment.

Salary:

- Competitive salary and performance-based incentives.
- Professional development and networking opportunities.
- Access to university resources, benefits and collaborations.

General Conditions and Guidelines:

Candidates are requested to submit their bio-data along with verifiable records and photocopies of certificates/testimonials with respect to the qualifications and experience.

1. NIST University reserves right to raise the minimum eligibility qualification
2. The recruitment to the above posts shall be on the basis of merit through selections by the duly constituted Selection Committee.
3. Applicants should possess the prescribed qualifications and experience as on the closing date of application as prescribed by the university.
4. The candidates called for interview should report along with copy all the testimonials/certificate along with photo ID.
5. Applicants are required to submit 'No Objection Certificate' as per the service rules of the current employer.
6. All correspondence from the University including interview letter, if any, shall be sent only to the e- mail address provided by the applicant in the application form.
7. Selected candidates will be required to join the posts within one month from the date of issue of the appointment letter unless otherwise permitted specifically.
8. In case of any dispute/ambiguity that may occur in the process of screening/selection, the decision of the university shall be final.

Please submit your application/resume via email at: career@nist.edu with cc to registrar@nist.edu latest by 20th February 2025.



About NIST University:

NIST University (www.nist.edu), Institute Park, Berhampur, Odisha is a premier research institute in the country today. Nestled in the green hills of Pallur, it is spread over 65 acres of lush green campus with world class academic infrastructure, Center of Research Excellence (CREs) and Global Innovation Centers (GIC), halls of residence, sport complex and other facilities. NIST currently offers various undergraduate, graduate, and Ph.D. program in Engineering, Science, and Management and expected to expand in other disciplines. NIST has research collaboration with Universities around the globe and strong industry academia partnership with multiple industries in different sectors. NIST has been ranked highly in the country by multiple ranking organizations including Govt. of India.

NIST University is an Equal Opportunity Employer

