



1. Advertisement No.: BPDC/NT/01/2021

Job Title	Placement Manager, BITS Pilani Dubai Campus
Reporting	Reporting to Director, BITS Pilani Dubai Campus & CPO – India & Dubai
Job Summary (250 Characters)	The proposed position will provide leadership to, and be responsible for the effectiveness and performance of Student Placements at the Dubai Campus of BITS Pilani. In this she/he will provide direction to and manage Campus Placements efforts of BITS Pilani Dubai Campus. Person will work in close co-ordination with Chief Placement Officer (CPO) of BITS Pilani (as University) stationed in India. The person will be accountable to “Campus Director”
Job Details	<ul style="list-style-type: none"> • Lead BITS Pilani Dubai Campus Placements office by providing direction and vision with focus on continuous improvements • Create detailed plans with clearly defined objectives, desired outcomes, and calendar of events for identifying a diverse set of organizations for recruitment at BITS Pilani Dubai campus in consultation with CPO and in line with broad policy of BITS Pilani (as University) • Represent BITS Pilani Dubai Campus Placements unit to all internal and external stakeholders • Plan and Maintain Placement budget for BITS Pilani Dubai campus • Performance Metrics will be: annual increase in median starting salary of graduating students; Highest Salary; number and quality of companies brought, Raising placement data at per India Campuses; percentage of students placed; Enhancement of Internship/PS2 Offers at BPDC. <p>Position will require occasional travel to Indian Campuses and to key locations in India to engage with recruiting companies.</p>
Profile	<ul style="list-style-type: none"> • Post graduation in MBA from a reputed Institution/University. • Experience of a minimum of 6 years preferably in campus placements and/or in a B to B environment in Corporate Sales, Business Development role in Indian/ International universities, or in an Institute of repute/similar or equivalent corporate, preferably in UAE • Experience in conducting corporate relations events / programs. • Experience in Leading and Managing small teams. • Excellence in Building, Nurturing & Managing Corp Relationships. • Excellent written and verbal communication skills, and ability to influence internal & external stakeholders and develop and maintain strong relationships • Remuneration is negotiable for the right candidate
About BITS Pilani and Dubai Campus	The Birla Institute of Technology and Science (BITS) Pilani is an all India institution declared a deemed to be University established under Section 3 of UGC Act. Its campuses in Pilani, Goa, Hyderabad and Dubai provide students an all-round experience while gaining knowledge in a learning environment. Established in 2000, the BITS Pilani Dubai Campus has the distinction of being the first campus of BITS Pilani outside Pilani and the only international campus of BITS Pilani. The campus is located in the heart of Dubai International Academic City (DIAC), Dubai, about 15 KM North of Dubai International Airport, and is spread over 15 acres. BITS Pilani Dubai Campus has the distinction of being the first foreign university to have its own and largest campus in DIAC. BITS offers programs in the Undergraduate, Masters and Doctoral levels in various disciplines of Engineering.
<i>(Interested candidates meeting the above qualifications and experience must apply online at http://universe.bits-pilani.ac.in/dubai/careers by 30-MAR-2021. Shortlisted candidates will be required to submit relevant documents.)</i>	



2. Advertisement No.: BPDC/NT/03/2020

RECRUITMENT	
Position	Female Cleaner
Reporting to	Manager – Facility management
Qualifications, experience & other skills required	<ul style="list-style-type: none">• High school• Previous cleaning experience in school/universities preferred• Language: Hindi and English
Job Profile	<ul style="list-style-type: none">• Responsible for all basic cleaning in and around the hostel buildings & hostel mess.• Cleans floors and rooms. including dust mopping, sweeping, vacuuming, dusting, picking up trashes off the floor, and spot cleaning glass and windows.• Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.• Vacuums, empties trash, and replaces liners.• Sets up, stocks, and maintains cleaning equipment and supplies.• Transporting garbage's to designated area.• Assists other departments when needed to ensure optimum service to students.• Assisting mess staff when needed.• Performs additional duties as needed.• 10 hours working
Salary/ Benefits	Attractive Salary, Food & Accommodation, Medical Insurance, Yearly Air Passage
<p>Interested candidates meeting the above qualifications and experience must apply online at http://universe.bits-pilani.ac.in/dubai/careers by 30-MAR-2021. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p> <p style="text-align: right;">BITS Pilani, Dubai Campus</p>	