



भारतीय प्रबंध संस्थान, कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
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RECRUITMENT FOR IIMK KOCHI CAMPUS MGNF PROJECT

Notification No. C-25/2021-IIMK.HR dated 08-07-2021

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for the following contract positions for its Kochi Campus Office MGNF Project. Presently IIMK-Kochi Campus is housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Sl. No	Position	Key requirements/attributes
1	Programme/Participant Engagement Manager	MBA with minimum 4-5 years' experience in account/client management roles or Graduates with minimum of 5-7 years, preferably in the sectors such as education or hospitality or other compatible service sectors. •Salary Range:Rs.50,000-Rs.70,000 per month (3-year contract) •Desired attributes: Proven client management and networking abilities, strong interpersonal skills, familiarity with report-writing, excellent communication and persuasion skills, smart and pleasing personality, problem solving and task orientation, sound analytical skills, ability to work under pressure, self-driven and initiative taking. Capability to coordinate with multiple stakeholders, develop key reports, monitor and oversee a distributed team, and develop key protocols for efficient monitoring of programs, and liaise as required with Government and Social/Development sector actors will be important.
2	Programme Support Executives-(2 Nos)	Post Graduates in Social Sciences from reputed institutions, and with 2 to 3 years' experience, or graduates with minimum experience of at least 4-5years in analytical roles and/or client engagement/ account management roles, and/or experience in managing client relations and programmes in compatible service sectors•Salary Range: Rs.30,000-Rs.40,000 per month, depending on experience and capabilities (2-3year contract)•Desired Attributes: Very good oral and written communication skills, good analytical skills, and felicity with handling databases and MS Excel are desirable. Candidates' would be assessed to have the capability to provide necessary administrative and analytical support to Programme manager/ Coordinators, to structure and develop requisite reports and do data analysis, review reports and assignments under faculty supervision as necessary.
3	State Resource Associate-01 each for Chhattisgarh, Kerala, Nagaland and National Capital Territory of Delhi	Post Graduates in Social Sciences/ Statistics/ Development Studies/Rural Technology/ or related fields with a minimum of 02years of experience in the Development Sector or Graduates with at least 10-15 years' experience in the Government sector in senior administrative roles, or in liaison roles with State or Central Government. Experience of working in relevant states and fluency in relevant local language is necessary or highly desirable•Salary Range: Rs.45000-55000.(24-30month contract co-terminus with MGNF-Phase II project). •Age limit is up to 65 years. Retired Hands with relevant experience and exposure are encouraged to apply for this position. Desirable Attributes: Strong inter-personal skills, effective

	communication skills, reasonable skills in handling IT, proven ability to manage multiple stakeholder coordination, training and data analysis are preferred. Engagement experience with respective state governments at senior levels will be an added advantage. Familiarity and ability to use MS Office and basic statistical tools is highly desirable. Candidates would be assessed for overall capability to provide necessary administrative and liaison support to the IIMK and MGNF in coordination with the IIMK Programme Coordinators, organize meetings and assist in providing logistical support to various events held as a part of the MGNF, provide local support to MGNF fellows in respective states, write up and review reports in coordination with the Program Coordinator.
Location of Posting	Kochi
Date & time of Interview	Will be notified later

Instructions and General Information:

1. Interested and eligible applicants may apply online at the careers page of <https://iimk.ac.in/> till **09-08-2021**
2. Applications will be screened and those, who are meeting the criteria fixed by the Institute shall alone be invited for Test/Interview, as the case may be.
3. Those applicants, who have bare minimum education qualification and experience, may be preferred the least, when compared to the candidates, who meet the desirable elements of Job description.
4. Eligible applications will be screened and only shortlisted candidates will be called for interviews. This will be communicated by e-mail or through our website.
5. Selected candidate will be posted at IIMK-Kochi Campus, which generally functions six days in a week with one day weekly- off.
6. Present Office hours are from 9:00 AM to 5:30 PM, subject to change on the requirement of the Project.
7. If selected, candidates are requested to submit all Certificates of educational qualification and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Engagement to the above position shall purely be on contract basis and selected candidates will have no right/ claim for regular appointment.
10. Institute has the right to modify the process of selection, at any stage.
11. Decision of the Director, IIMK regarding the selection will be final.

Dated: 08-07-2021



(Consultant (LS&A))