



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Programme Manager - Certification Programmes, Mahatma Gandhi National Fellowship

Indian Institute of Management Ahmedabad (IIMA) invites applications for the position of Programme Manager for short-duration certificate programmes under Mahatma Gandhi National Fellowship. These certificate programmes may combine a class-room component on IIMA campus with a field immersion component. The person selected for this position will play a significant role in the logistics and execution of both the components and their seamless synchronization. This requires strong interpersonal skills and significant experience in programme management. Previous experience in working with government departments and agencies will be highly desirable. The candidate will work with a team of IIMA faculty and practitioners involved in the execution of such training programmes and report to the faculty Chairs of the programmes to which they are assigned. The Programme Manager will be located on IIMA Campus.

Major Roles and Responsibilities

The Programme Manager is responsible for:

- Overall administrative responsibility for all academic and operational activities related to the assigned programme.
- Developing periodic reports, including financial reporting, and managing training programme milestones.
- Managing and monitoring a team and overseeing fieldwork of programme participants (where appropriate). The team members may be located at different geographic locations.
- Engaging with the clients and responding to their questions, in consultation with faculty Chairs.
- Developing protocols to ensure smooth functioning of the academic and field immersion modules of the programmes to ensure an integrated delivery of the programme.
- Planning long & short term resource needs in accordance with the requirements of the training programmes.

Key Attributes Required

- Self-motivated individuals with strong interpersonal skills.
- Familiarity with financial accounting and report writing.
- Demonstrated experience working on policy and programmatic issues with multiple stakeholders including national- and local governments and civil society groups, such as community organizations.
- Attention to detail, planning, and task-orientation
- Willingness to travel to rural parts of the country.

Educational qualification and Experience

- Candidates should have a strong academic record from reputed academic institutions.

- Approximately eight to ten years of working experience in project management, preferably with a reputed national/ international organization in social development. Candidates without a post-graduate but with at least ten years of relevant work experience will be considered.

Terms of Employment

- Candidates will be hired initially on temporary basis for one year, which will be extendable to at least one more year depending on performance and requirements.
- Compensation would be attractive for the right candidate and in line with the contractual terms of the appointment.
- Programme Manager will report to the Faculty Chairs of the programme.
- Interface: Internal – Faculty, IIMA Administration team; External – Clients (National or State Governments, NGOs, training and skill development institutions, Corporate).

Compensation

The selected candidate will be offered a fixed monthly remuneration of INR 1,00,000 - INR 1,25,000 based on prior qualifications and experience.

Age: Max. 50 years as on the last date of application.

Interested candidates are advised to APPLY ONLINE latest by **April 14, 2021**.

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