

## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

*is looking for*

### **Research Manager – Center for Digital Transformation, IIM Ahmedabad**

We are looking for a research manager starting November 2021.

**Role Description:** The research manager will assist in a research project studying the use of technologies in Indian organizations and government departments. The research manager will help create and conduct portfolio of research projects and should have the experience working with research associates, conducting workshops, and interfacing with project customers, writing reports. The position may be best suited for a person looking for a program management role involving coordinating activities between multiple projects. Manage the program, giving detailed attention to project delegation, and implementation. This role will have responsibility to ensure that all the team members collaborate and coordinate their efforts on the way to a larger goal of the center.

### **Qualifications:**

- Applicants with minimum post graduate in management/ information systems/ /consumer behavior/marketing or other related social science disciplines are encouraged to apply. Ph.D applicants will be preferred.
- The applicant with a minimum of 7-10 years of experience with research project management will be preferred.
- The applicant should have experience working with project coordinators and research associates to oversee the fieldwork initiative, and coordinate research agencies, and managing data collection.
- Should be able to create new research proposals and project plans.
- Contribute to preparation of the annual research calendar.
- Manage the process for and contribute to the selection decisions of external research partners where applicable.
- Manage research projects, including creating and managing plans, schedules, budgets, deliverables, and stakeholder contributions.
- Manage the day-to-day relationship with research agency partners where applicable.
- Develop and manage project management processes, procedures, and archival.
- Track and report on research activities, progress, and outcomes.
- Conduct periodic review and evaluation of efficacy of research efforts in collaboration with key internal and external stakeholders.
- Participate in regular team meetings to review progress and deliverables.
- Demonstrated expertise communicating with and managing relationships with external research vendors.
- Excellent project management skills including demonstrated ability to set and manage priorities and multiple tasks. Outcomes and deadlines oriented.
- The candidate be able to pro-actively identify risks, mitigate risks and should be able to do contingency planning.

- Ability to deliver high quality work, quickly in a dynamic environment under time pressure.
- Candidates should have good oral and written communication skills in English.

**Project Tenure:** The initial appointment is for six (6) months and may be extended, based on performance.

**Location:** The selected candidate will be working from the IIM Ahmedabad campus. IIMA provides access to campus resources and workspace. If selected, the candidate is expected to manage their accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

**Compensation:** Will commensurate with the experience of the candidate.

**Last date to apply: October 31, 2021**

To apply, please send an email including CV and cover letter to [cdt-secretary@iima.ac.in](mailto:cdt-secretary@iima.ac.in) with the SUBJECT LINE “**Research Manager : Center for Digital Transformation**” (Your application may not be considered if the subject line is missing or inappropriate).