



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

REQUIRES

Case Writing Associates

IIMA Case Centre is primarily engaged in strengthening the case ecosystem through case writing, case teaching and case distribution related activities. For further details about the case method and the cases registered with IIMA, visit <https://cases.iima.ac.in/index.php/>. We request applications for the post of Case Writing Associate as per the details provided below.

Job profile:

1. Work under the guidance of faculty members to develop cases and teaching notes. Some of the activities involved are:
 - a) Conduct background research about the company and other relevant materials.
 - b) Participating in interviewing and other data collection activities.
 - c) Transcription, translation and archiving of data in usable format.
 - d) Develop case drafts.
 - e) Ensure that the case adheres to the IIMA protocols for all purposes.
 - f) Coordinate with the company and other parties.
 - g) Undertake steps for obtaining review comments, editing and case registration.
 - h) Preparation of teaching notes and other instructional materials.
2. Identify possible case leads from internal and other published sources and help maintain a database. Communicate with suitable personnel in the organization to receive permissions for case writing.
3. At a given point, the Case Writing Associate may be engaged with multiple assignments.
4. Handle other assignments as directed by Chairperson of Case Center or Officer-Case Centre.

Qualifications: Masters in any discipline, MBA or equivalent preferred. The candidate must have good academic record, good communication skills and have the confidence and capability to interact with both CXO level personnel and blue collared workmen. High proficiency in writing in English. Competent in computer applications like Word, Excel, Power Point etc.

Experience:

- Few years of work experience in a reputed organisation will be desirable, but not mandatory.
- Confident, outgoing and ability to work under deadlines and limited supervision.
- Ability to coordinate and manage projects, including financial budgets.
- Willing to travel for interviews and data collection and work remotely.

Reporting: Selected person will report to Chairperson, Case Centre.

Period of appointment: This would be a contractual term appointment initially for two years, but extendable based on performance.

Salary: Based on qualification and experience

Age: Below 50 years

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **May 24, 2019**.

[Click here to Apply](#)