



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Manager – Contracts

Indian Institute of Management Ahmedabad (IIMA) is looking for Manager – Contracts. Manager – Contracts is a middle management level position with higher educational qualification, maturity and integrity. Manager – Contracts will direct and carry out all administrative functions of Contracts Department.

Job Profile:

The main job profile shall be:

- Contracts Management
- Conduct internal assignment on tendering and complaints handling
- Compliance with Government regulations and Institute's norms (on need basis)
- Vetting of agreements and MOUs with donors and collaborators (on need basis)
- Any other account/finance related function.

The detailed job specifications are as under:

- Oversee Institute's contract development and management activities, and enforce principles of integrity and compliance.
- Provide opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms and applicable rules.
- Ensure that contracts and proposals are properly entered into institute's databases and securely maintained.
- Conduct Procurement Committee Meetings and ensure identified issues and user department/ client requirements are addressed, facilitate pricing discussions, and obtain management concurrence on concerned matters.
- Develop standards for contracts, including terms for deliverables, payment terms, general language and provisions in a manner compatible to rules and regulations as applicable.
- Draft contractual provisions based on strategy discussions, management input, and Institutional needs and expectations.
- Assure accuracy and appropriateness of contract text and attachments.
- Serve as primary organizational contact during contract related pricing negotiations.
- Any other co-aligned matter as may be assigned from time to time.

Qualification & Experience:

- The candidate should be a Post Graduate OR professional Chartered Accountant (CA) OR professional Cost Accountant (CMA) OR holding full time MBA (Finance) degree from a reputed institute.
- The candidate should have minimum 15 years of post-qualification professional experience in the field of Finance/ Accounts/ Audit/ Contracts/ Legal Departments, of which about 8 years must be in an overall supervisory position.
- Experience from Autonomous Bodies or large Academic Institution or PSUs is desirable.
- Candidate should have served in the 6th CPC - GP 5400 or above for at least 5 years

OR drawing equivalent pay in private sector (Approx. Rs. 70,000 per month).

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

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found very well and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **March 28, 2018**.

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