



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Research Associate (Development Office)

Indian Institute of Management Ahmedabad (IIMA) is looking for Research Associate for its Development office.

Job Description:

The selected candidate will assist Head – Development Office in all activities related to the office including research, administration, and coordination with other offices in IIMA. Some of the core responsibilities include:

- Coordinating and communication with the donors for the required assistance in active collaboration with Accounts & Finance.
- Helping the Development Office in various activities during the Alumni Reunion season.
- Assistance in preparation of the outreach material and documents related to status of funding from various sources.
- Periodic reconciliation with Finance and Accounts.
- Assist through active research to identify potential alumni and corporate donors for various Development initiatives at IIMA
- Perform other related duties as assigned by the Head – Development Office.

Skills:

- Excellent communication (both spoken and written English)
- Strong IT skills (especially MS Office functions and internet)
- Ability to work on multiple assignments in parallel
- Must be a team player. Positive attitude and pleasant disposition is an essential requirement.

Qualification, Experience & Skill Requirements:

- The candidate should hold full-time graduate degree in any discipline with first class from any recognized university and should have minimum three years of relevant experience OR the candidate should hold full-time post graduate degree in any discipline with second class from any recognized university and should have minimum one year of relevant experience.
- The candidate should have excellent communication skills (both written & verbal); interpersonal skills; and multi-tasking abilities.
- In depth knowledge of MS-Office (Excel, Word, Power Point) and other computer-related tasks is essential.

Age: Maximum 30 years as on the last date of application. Government of India instructions on reservation will be followed.

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.

Note:

1. Please note that first scrutiny of applications received on line is carried out on the basis of information provided by the candidate on line. So candidates are requested to fill up on line application carefully without fail.
2. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the test/interview. IIMA may conduct written test (covering mainly General English, Numerical Ability, Reasoning Ability, Computer Awareness etc.) before personal interview. IIMA also reserves right to shortlist the candidates by fixing revised eligibility criteria. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
3. Please note that wherever written test is compulsory, request from the candidates for Skype interview without appearing for the test may not be entertained.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **May 01, 2019**.

[**Click here to Apply**](#)