



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Secretary to Chief Administrative Officer

Indian Institute of Management Ahmedabad (IIMA) needs dynamic **Secretary to Chief Administrative Officer (CAO)** to carry out various secretarial job functions.

Job Description:

- Provide support to CAO in his various activities, which include planning, outreach, management, administration, and responding to requests,
- coordinate CAO's interactions with functionaries, faculty, staff, and individuals
- convening and servicing Board of Governors Meetings
- organize and prepare agenda and papers for Board meeting, committee meetings, and faculty council meetings
- take minutes, draft resolutions, and lodge required forms and annual returns
- follow up on actions from meetings
- oversee policies, making sure they are kept up to date and referred to the appropriate authorities for approval
- maintain statutory books, including registers of members, directors and secretaries
- deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant stakeholders
- liaise with external regulators and advisers, such as lawyers and auditors, if required.
- Coordination and preparation of annual report
- collating information from various departments for citizens grievance portal, parliament questions, MHRD correspondence
- providing legal/financial advice during and outside of meetings
- take dictation from CAO
- prepare notes as per the guidance of CAO

Qualification & Experience:

- The candidate should be minimum post graduate in any discipline with minimum second class from any recognized university.
- The candidate should have minimum five years of relevant experience.
- The candidate should be proficient in MS-Office.
- The candidate with MBA degree may be preferred.
- The candidate with CS from Institute of Chartered Secretaries and Administrators (ICSA) may also be preferred.

Key skills requirement:

- untiring attitude, dedication, and ability to work at long hours
- assume a fast-paced and entrepreneurial approach to the responsibilities,
- should be able to handle a multitude of tasks, with short and long-term objectives having at times, competing and conflicting levels of priority,
- good verbal and written communication skills
- interpersonal skills and the ability to work well with people at all levels
- attention to detail and a well-organized approach to work
- the ability to priorities work and to work well under pressure
- the capability to work with numerical information, plus analytical and problem-solving skills

- a diplomatic approach and the confidence to provide support to high-profile stakeholders of the Institute
- integrity and discretion when handling confidential information
- possess diplomacy, meticulous attention to detail, organizational and time management skills.

Age: Maximum 40 years.

Reporting to: The selected person will report to the Chief Administrative Officer.

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.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **January 30, 2019**.

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