



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Manager/Chief Manager – Placement Office

IIM Ahmedabad has been offering Two Year full time MBA (PGP), One Year full time MBA (PGPX), MBA in Food and Agri Business Management (PGP-FABM). The Institute is looking for a Manager to head its placement office and lead the initiatives for corporate outreach, career development of students, and alumni connect.

Job Description:

- Lead a team of 3-4 members to take care of placement logistics for final placements of 3 programmes (about 600-700 students) and summer placements of 2 programmes (500-600 students) every year.
- Prepare, monitor and control budgeted and other expenses on an ongoing basis
- Establish and anchor the Career Development services for students enrolled in 1-year full time MBA.
- Coordinate and host speakers (CEOs, HR heads, Founders of leading organizations) as part of the corporate outreach (an ongoing activity throughout the year)
- Handling escalations of issues by recruiters
- Coordination with the faculty Placement EC and student representatives
- Design and Lead the outreach initiatives for PGP, PGPX & PGP-FABM program (organizing city connects, recruitment conclaves and other such events across the country)
- Coordinate with programmes offices, alumni office and other internal departments of Institute for smooth functioning of the activities
- Liaoning with internal and external agencies for procurement related tendering process.
- Leading ERP implementation in placement office in first two years, and then running operations on the system.
- Lead administrative activities related to placements, such as IPRS, RTI replies, providing data for accreditation agencies, rankings and surveys

Qualification, Experience & Skill Requirements:

- Post graduates or Masters in any of these fields (Business Administration, Human Resources, Psychology, Sociology, Communication, and Education etc.) with minimum 10 years of post-qualification experience (may be in the areas of corporate work exposure - networking, corporate communications, career services, placement activities, etc.), 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 7th CPC - GP Level 10 or above for at least 5 years OR drawing equivalent pay in private sector (Approx. Rs. 100,000 per month).

- Brings entrepreneurial skill set and orientation to work
- Should have some experience with working on ERP or similar IT systems
- Should have led a team
- Excellent communication skills and ability to work in a multi-stakeholder environment.
- Willingness to travel

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

Salary & Allowances: Selected candidate will be offered a fixed term appointment for a period of three years on a consolidated monthly salary on CTC mode, which may be extended for further period as required.

Interested candidates are advised to **APPLY ONLINE** latest by **February 17, 2020**.

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