



Centre for Sustainability and Corporate Governance Research (CSCG) Indian Institute of Management Ahmedabad

invites applications for

Research Centre Associate

Centre for Sustainability and Corporate Governance Research (CSCG) at IIMA aims to pursue cutting-edge research, evidence-based advisory, and advocacy with a vision to improve the Environmental, Social, and Corporate Governance (ESG) performance of Indian businesses. The Centre envisages playing an active role in developing the institutions and supporting ecosystem for integrating ESG into the strategic business and investment decisions of private and public organizations in India.

CSCG is inviting applications for a Research Centre Associate position to assist with the Centre's administrative tasks, strengthen its social media presence, and support other initiatives. The Centre is looking for a proactive and detail-oriented individual to take on these responsibilities.

Responsibilities:

The selected candidate will provide administrative support to the CSCG and contribute to the smooth functioning of the Centre. Responsibilities include:

- Assisting with the preparation and publication of Centre reports, articles, and other creative content.
- Regularly updating and maintaining the Centre's website to reflect current information.
- Promoting the Centre's activities through various channels, including social media platforms (LinkedIn, Twitter, etc.).
- Managing logistics and administration, such as coordinating travel and accommodation for presenters, processing travel receipts, and managing event-related documentation.
- Operating and managing the Centre's Zoom handle for virtual events like webinars, workshops, etc.
- Familiarity with basic approval processes within IIM Ahmedabad.
- Collaborating with internal departments such as HR, Finance, IT, Facilities, Housekeeping, Communications, etc. to ensure the Centre receives appropriate support.

- Maintaining well-organized electronic and paper records, ensuring easy access to information when required.
- Performing any additional tasks necessary for the successful management of the Centre's various activities.

Qualifications and Skills:

- The candidate must hold a bachelor's degree in any discipline from a recognized University/Institution, with at least two years of relevant work experience.
- Applicants should be self-driven, with strong written and verbal communication skills, and the ability to collaborate effectively in a team environment.
- Proficiency in Microsoft Word, Excel, and PowerPoint is essential.
- Strong organizational skills with attention to detail.
- Proficiency in basic digital tools for content management, website updates, and event coordination.
- Prior experience in administrative roles or project management is highly preferred.

DURATION:

This is a full-time, on-campus position. The initial appointment will be for one year, with the possibility of extension based on performance, subject to the discretion of the Centre Co-Chairs.

SALARY: Compensation will be commensurate with qualification and experience.

AGE: Maximum 35 years.

APPLICATION DEADLINE: November 18, 2024.

MODE OF APPLICATION:

Interested candidates may [CLICK HERE](#) to submit their application. Please ensure that you attach the following while applying:

- 1) A cover letter expressing interest in the position, 2) a detailed CV (as a single consolidated PDF)

We will only contact candidates shortlisted for the interview. Emails asking for status updates will not be entertained.
