

Applications are invited for Programme Associate in IGPC at IIM Ahmedabad.

### **About the India Gold Policy Centre (IGPC)**

The India Gold Policy Centre (IGPC) was set up in November 2014 with grant from World Gold Council. It is a centre of excellence, conducting cutting edge applied research on the Gold Industry in India, that provides insights and suggest ways the findings can be put into execution for bringing reforms in the Indian gold market. As a think tank it strives to impact policies and practice in the gold ecosystem through research, engagement, policy recommendations and training.

IGPC works closely with the government and the industry for providing meaningful policy advisory for mapping all segments of the gold value chain for a uniform reform impact. With the accentuation of deliberations in global conventions, proactive stance of policy makers and stakeholders in the value chain, the winds of change have become significant ingredients of deliberations at the Centre.

At IGPC, policy is at the forefront by creating an impact on economy through formalizing the gold trade, making the industry a positive dollar earner and increasing its share to GDP is at the core of its thinking. In addition to these we continue to increase our reach in the academic world and encourage creation of scholars in the field of gold. We have MoUs been signed with many institutions in India and overseas together to work on various research projects.

### **Eligibility**

#### **Qualifications:**

- Candidate should be a Graduate in any discipline from a recognized University/ Institution with minimum two years of experience.
- Applicants must be self-motivated with excellent communication skills (both written and oral) and should be able to work in a team environment.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Excellent organizational and time-management skills.
- Positive and proactive attitude
- Proven experience in prior administrative or project management role is highly desirable.

**Age:** Preferred below 35 years.

#### **Duration**

Initial appointment of one year and extendable based on annual performance review.

#### **Responsibilities**

- To assist the IGPC in their administrative interface. Selected candidates need to undertake the following tasks:
- Support preparation and publication of Centre Reports, Articles, and other creative content.
- Updating and maintaining the Centre's website on a regular basis.

- Updating the IGPC database regularly.
- Marketing the Centre's activities through various channels, including social media platforms (LinkedIn, Twitter, etc.).
- Managing logistics and administration related to events (e.g., coordinating travel and stay arrangements for presenters, processing travel receipts etc.)
- Managing Zoom handle for virtual events such as webinars, roundtables, and workshops.
- Populating and sending automated emails to research institutions, industry, and policy institutions.
- Understanding of basic approval processes within IIM Ahmedabad.
- Coordinate with departments like HR, Finance, IT, Facilities, House Keeping, Communication etc. to ensure right support is provided to the Centre
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Any other tasks as required by the Centre for managing different activities.

**Compensation:** Compensation will be commensurate with the qualification and experience.

### **Application**

Candidates are advised to apply online **latest by October 25, 2024.**  
Apply with CV and cover letter.

**Interested candidates need to fill the google form. Link for google form:**

[https://docs.google.com/forms/d/1RDJZQXGonX\\_fQWOa7XbEth8h3USDnijVR0Sxn3R2G28/edit](https://docs.google.com/forms/d/1RDJZQXGonX_fQWOa7XbEth8h3USDnijVR0Sxn3R2G28/edit)

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