



Requires

Assistant Manager - Compliance

Indian Institute of Management Ahmedabad (IIMA) is looking for an experienced professional with maturity and integrity for the administrative functions pertaining to legal, compliance, and related matters.

Job Profile:

The main job profile shall be:

1. To monitor compliance with laid down regulations, GFR and Institute's norms
2. Provide legal secretarial support for legal matters.
3. Facilitating the vetting of agreements, contracts and MOUs with donors and collaborators.
4. Any other related function.

The detailed job specifications are as under:

1. Oversee Institute's management activities and enforce principles of integrity and compliance. Developing, implementing, and maintaining policies and procedures to mitigate compliance risks
2. Prepare opinions on matters referred, especially about their viability and acceptability keeping in view the precedents, norms and applicable rules.
3. Assure accuracy and appropriateness of contract/agreement/MOU text and attachments.
4. Provide/ seek appropriate legal inputs in matters pertaining to Institute's commitments and collaborations.
5. Managing litigation and intellectual property related matters.
6. Liaison with various departments/offices for the Agreement/MOU and legal matters, and with Government agencies.
7. Any other co-aligned matter as may be assigned from time to time.

Qualification & Experience:

- The candidate should be a professional Company Secretary (CS). Besides, a degree in law is preferred.
- The candidate should have at least 5 years of post-qualification professional experience in the field of Compliance/ Contracts/ Legal Departments.
- Experience in Autonomous Bodies or large Academic Institution or PSUs is desirable.
- Strong organizational skills

Age: Max. 35 years as on the last date of application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Reporting: The selected person will report to the Director.

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in either Pay Level 6 or Pay Level 7 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **December 4, 2024**.

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