



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

Ref: IIMV/NTS/MGNF/01/2021

Date: 01 Apr 2021

Position: Program Manager - Educational Consulting & Training Programs

Nature of Position: Full-time, Contractual (Up to two years)

Vacancies: 01 (One)

Age Limit: Not exceeding 45 years, Relaxation in upper age limit is admissible for candidates belonging to SC/ST/OBC/DAP as per the Government of India rules.

Location: Indian Institute of Management Visakhapatnam

Summary: IIM Visakhapatnam invites applications for the position of Program Manager (Educational Consulting & Training Programs), for the Mahatma Gandhi National Fellowship (MGNF) program. MGNF is a Certificate Program in Public Policy and Management offered by IIM Vishakhapatnam that seeks to equip and train individuals for a period of two years to work in state or district skill development activities. The unique certificate program will have classroom and district immersion components and an important challenge will be ensuring a coherent training-cum-learning environment. A key responsibility will be to ensure consistent reporting of the program's activities to the stakeholders including the client (SANKALP, MSDE, Gol) to showcase the program's timely execution.

Duties & Responsibilities including, but not limited to the following:

- Overall administrative responsibility for all academic and operational activities
- Develop key reports and manage training program milestones.
- Manage and monitor a distributed team and oversee fieldwork of participants (where appropriate).
- Develop protocols to ensure smooth functioning of the Academic and District Immersion modules of the program to ensure an integrated delivery of the program.
- Plan resource needs in accordance with the requirement of training programs.
- Preparing student and State Resource Associates' information brochures, handbooks, etc.
- Guiding and supervising academic-administration activities related to admissions, onboarding, and orientation.
- Liaison with Guest/Adjunct faculty with respect to programs and sessions and arranging logistics for them.
- Liaison with District Officials, Academic mentors, State Resource Associates, Academic Program Executives and Fellows (participants) during their field immersion.
- Procurement and distribution of course material and textbooks.

- Interacting and communicating with the Fellows facilitating smooth academic administration.
- To prepare Budget and Revised Estimates for various academic activities and events.
- Monitoring the faculty feedback processes
- Printing and distribution of grade sheets, degrees/diplomas, certificates.
- Guiding, mentoring, and imparting training to officers/executives and staff in program-management and academic-administration functions, to build their capacities and enable them to become self-dependent.
- Ideation, conceptualization, planning and implementing the digitalization initiatives of program-management and academic-administration activities, in step with the perspective plans, progress and growth of the academic activities of the Institute.
- Leveraging effectively, the benefits of digital tools, e-platforms, and Learning Management Systems; and imparting, facilitating training.
- Managing blended-learning (on-campus and online) engagement of students.
- Updating Program Chair on progress/developments related to program-management and academic-administration.
- Change in job description or any other task assigned by the Program Chair, from time to time.

Educational Qualifications & Experience:

Essential:

- (1) Minimum Post-graduation with minimum 55% marks or equivalent CGPA (at post-graduation level) in Economics, Public Policy, Public Administration, Entrepreneurship, Management including Rural Management (MBA/PGDM), Operations Research, Statistics, Engineering or Technology.
- (2) A minimum of five years of working experience in reputed institutions, in the management and monitoring of academic programs or development schemes.
- (3) Thorough hands-on experience in the use of MS Office
- (4) Excellent communication skills (oral and written)
- (5) Excellent inter-personal skills.

Desirable:

- (1) PG from a Centrally Funded Technical Institution [CFTI] (or) a University/Institution listed in the NIRF-2020 Ranking.
- (2) Experience in higher-education institutions of repute in academic program management; or in the planning and implementation; monitoring and evaluation of Central or State Government schemes in socio-economic sectors
- (3) Exposure to Government / Public Systems and Development Management
- (4) Experience in Skill Development and Entrepreneurship Development
- (5) Knowledge of the PMRDF Scheme
- (6) Working knowledge of data analysis, data visualization and report writing
- (7) Knowledge of Finance & Accounting.

Salary & Compensation:

Based qualifications, prior (relevant) experience and present salary. Will not be a constraint for the right candidate.

Reporting Relationships:

Reports to Program Chair.

General terms and conditions:

- a. All the educational qualifications acquired should be duly recognized in law.
- b. Age and experience requirements shall be reckoned as on the closing date of the advertisement.
- c. The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- d. Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
- e. The Institute encourages diversity in workplace and woman candidates are encouraged to apply.
- f. Higher salary may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh. The Institute is likely to move to its permanent campus located in Gambheeram Village in Anandapuram Mandal, in about three years. The permanent campus is about 25 Km.s from the present (temporary/transit) campus.
- h. Candidates are advised to visit the website of IIM Visakhapatnam (www.iimv.ac.in/careers) regularly, for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- i. The Institute will communicate only with short-listed candidates.
- j. Candidates in employment (Government or Public Sector or Private) must produce relieving orders from their current employers at the time of joining the Institute, failing which, they will not be permitted to join.
- k. No correspondence from applicants shall be entertained during the recruitment process.
- l. Canvassing in any form will lead to disqualification.
- m. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- n. In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.
- o. Selection process may include assessment of one or more of the following: (i) Quantitative Aptitude; (ii) Data Interpretation and Logical Reasoning; (iii) Verbal and Reading Comprehension; (iv) Computer-based problem-solving exercise; (v) Personal Interview. The selection process may be held in online mode or physical-presence mode. No charges whatsoever shall be admissible/payable for attending the selection process.
- p. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) shortlisting and selection. No request or correspondence of any kind in this regard would be entertained.
- q. The Institute may not fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability.
- r. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or recruitment process in whole or

part, if such need arises, without issuing any further notice or assigning any reason thereof.

- s. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

E. How to apply:

1. Interested candidates are invited to apply using the prescribed format only, available on the website (www.iimv.ac.in/careers). Applications not conforming to the format are liable to be rejected.
2. Filled-in, signed and scanned (pdf/word format) applications should be sent by e-mail only to mgnfrecruit@iimv.ac.in with subject Line “Application for the position of Program Manager”.
3. **No supporting documents (copies evidencing educational qualifications, experience, etc.) are required at this stage.**
4. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably.
5. All information furnished **MUST** be based on supporting documentation (which will be called for, only from short-listed candidates). Incomplete/incorrect/sketchy and unsigned applications are liable to be rejected. Applications received in any other format will not be accepted.
6. Last date for receiving the application is **27-Apr-2021 (Tuesday) by 16:00 Hrs.**
7. Applications received after last date and time will not be considered.
8. The Institute is not responsible for any delay in submission of the application.

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