



Institute of Rural Management Anand

IRMA Requires

Programme/Research Assistant

at IRMA's Incubator

Institute of Rural Management Anand (IRMA)'s Incubator for Social Enterprises and Entrepreneurs Development (ISEED) is looking for a Programme/ Research Assistant for its Incubation centre.

Job Description

Tasks would include:

- a. Assisting the Coordinator ISEED and Incubation Manager in coordinating on-going projects and activities of Incubation Centre, especially the i-STED project of DST "Creating a Social Entrepreneurial Ecosystem through an incubator" at IRMA.
- b. Assistance in managing events of IRMA's incubator that includes training programs, liaising with all stakeholders including Eco system partners as well as Government of Gujarat's Industries Commissionerate to enable on-going work of ISEED as a nodal agency.
- c. Coordinating with IRMA's accounts and administration for smooth functioning of the Centre and maintenance of the incubation centre (internal communication and back office related works).
- d. Handle Social media part of ISEED and assistance in programme documentation and reporting on regular basis.

Qualification and Experience

A first class in Masters in Social Sciences or Management or Bachelor degree with any completed fellowships (India fellow, SBI Fellow..) with good communication skills (oral and written) can also apply. Candidates with relevant experience may be given preference.

The post involves travel as per demands of the project from time to time and requires empathy with rural India and entrepreneurs.

Remuneration

Appointments will be made purely on contract basis for a period of one to two years with a consolidated remuneration in the range of Rs.25,000/- to Rs.30,000/- per month depending on qualification and experience.

The Director, IRMA reserves the right to make relaxation in the prescribed qualifications/ experience, if otherwise found suitable depending upon the requirement of the Institute at that point of time.

Interested candidates may apply online by 21st April, 2019 at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.