



Institute of Rural Management Anand

Requires

Assistant Manager (Administration)

The Institute of Rural Management Anand (IRMA) is a premier, national level Institute for Post Graduate, Fellow Programme and Mid-career/in-service education, research and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-round sustainable rural development through professional management.

Job Profile

Manager Administration at Institute of Rural Management Anand (IRMA) should be dynamic, self-motivated, and professional to provide total administrative support for all the activities of the institute. The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions.

The manager is required to lead a team of Officers in the institute and guide them in their day to day activities and to coordinate with the academic and administrative activities including personnel, general administration, estate management, engineering, construction, stores and purchase, contact services and legal services.

The manager will be responsible for conducting the Board meetings and follow-ups.

Qualification and Experience

The incumbent should be a Post Graduate in any discipline with at least First Class (above 60% marks) with a postgraduate diploma in Management or Postgraduate degree in Law or MSW (IR specialization)/MHRM will be desirable. S/He should be excellent in oral and written communication in English. S/He should be proficient in man-management with excellent interpersonal skills.

The incumbent should possess a least 10 years of post-qualification experience in administration of Management Education Institute/University/Commercial organization of national /international repute. Relevant experience in any IIM/IIT and other institutes of national/international repute will be an added advantage.

Remuneration and Period of Contract

The salary will be commensurate with experience of the incumbent. The position would be filled initially on a contract basis for a 3 year term. In addition, accommodation in the campus is available.

Age: Below 40 years.

Exceptions: The Director has the discretion to allow exceptions in the 'requirements' of qualifications and experience, and/or vary the descriptions of the position, if a candidate is otherwise found to be very suitable and appropriate for the requirements.

Interested candidates may apply online by 25th September, 2019, 23:59 (IST) at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.