



Requires

Programme Coordinator - Executive Education Programme

Executive Education team of IIM Ahmedabad plays a vital role in enabling world class education for working professionals since its inception in 1961. Each programme is curated by Faculty members to address the distinct needs of executives in their careers and functions, helping them up-skill and progress in their development journey.

This is a unique, creative opportunity for the right candidate to promote and support relevant programs among the executive community. It is also an opportunity to gain valuable exposure to the corporate, government and the public sectors, and to the growing Executive Education eco-system in India. The incumbent will be a member of the Executive Education Programmes team at IIMA and will have primary responsibility for seamless execution and creating a great client experience for our programmes.

The incumbent will work closely with the Executive Education team's leaders to deliver on our diverse portfolio of programmes and manage operational relationships with key internal and external stakeholders.

Key Responsibilities:

- Independently manage program execution for both on campus and online live programs, which might include travelling to various locations {need based}.
- Deep involvement in crafting and implementing an effective and enduring operational and cost management strategy for executive education programs, with a focus on building scale and process excellence for the overall program efforts.
- Build, manage and sustain client relationships, similar to high end customer management roles in Banking, Airlines, Retail and Hospitality.

Job Description:

- Manage all program execution related activities and owning the end-to-end delivery of programmes allotted.
- Plan & schedule activities for the programmes and manage activities within stipulated budgets.
- Support the Team Manager, Delivery Head and COO- EEP in analyzing and creating process efficiencies to meet the business needs of various stakeholders.
- Work with colleagues across units and departments to ensure a consistent, comprehensive, and quality driven approach.
- Develop a sound understanding of the programs and activities undertaken at IIMA and develop strong sustainable relationships for faculty coordination.
- Share periodic operational reports and update relevant MIS.

Key Skill Requirements:

- Strong project, event management and time management skills.
- Excellent communication skills, service orientation and process adherence ability and experience.
- Demonstrated ability to manage a complex workload, prioritize tasks and use logic and reasoning for completion of tasks to deadlines.
- Strong ability to build collaborative working relationships with a diverse audience of faculty, staff (inter and intra departments) and clients.
- Self-motivated with the confidence to work independently with academicians and support staff.
- Ability to travel, as required.
- Willingness and availability to work over weekends, based on program needs (compensatory benefits will apply as per norms).
- Digital literacy, good working knowledge of MS Office tools.
- Familiarity with new trends in Executive Education would be an advantage.

Qualifications & Experience:

- Graduation (full time) in management or any other discipline with a minimum of 60% marks.
- Minimum 3 years of experience in suitable customer facing role and process exposure, especially from Banking & Financial services, Airlines, Retail, Hospitality and BPOs.

Age: Maximum 30 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.

Salary & Allowances: Selected candidate 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 Pay Level 2 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 **September 25, 2024**.

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