



Institute of Rural Management Anand

Requires

Officer (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

Officer (Administration) at the 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, rich experience in similarly placed academic institutions.

The Officer is required to lead a team 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, stores, purchase, contact services, and legal services.

Qualification and Experience

The incumbent should be a Post Graduate in Business Management, or Human Resources Management, or Commerce, or Social Work with at least 60% marks. Additional qualification in law, specifically labour laws, is desirable. S/he should be good in oral and written communication in English/Hindi/Gujarati. S/he should be proficient in management skills with excellent interpersonal skills.

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

Remuneration and Period of Contract

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

Age: Maximum age limit 35 years (as on 31st August 2020).

Interested candidates may apply online by 31st August 2020 at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.