



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Executive - Accreditation and Ranking**

Indian Institute of Management Ahmedabad (IIMA) is one of the premier educational institutes of the world providing Post Graduate Programmes in Management. IIMA's Accreditation and Ranking Department is looking for a young and dynamic Executive. The job description is as follows:

#### **Job Description:**

- Ability to understand the information needs of the organisation and assist in the rankings and accreditations work for benchmarking purpose at large
- Collate information (data and learnings) from internal departments, participants and stakeholders
- Put in place mechanisms to ensure accuracy, quality and relevance of data and learnings
- Create or augment MIS through collaborative efforts with technical teams and data sourcing points across functions, activities, projects, stakeholders to preserve and update data, content, learnings with the objective of systematic Information, Knowledge Management
- Flexible and quick to adapt to dynamic information requests, plan and meet deadlines from external ranking, accreditation agencies and organizational requirements
- Analyse ranking outcomes for benchmarking, understanding competitors, identify quality improvement areas, cause and effect of ranking scores across time line data through relevant statistical tools and techniques.
- Write detailed reports, present results on how to best use ranking parameter scores, research/survey outcome findings
- Perform administrative duties assigned and required on the job

#### **Key Skills/Abilities:**

- Superior data management skills, including Microsoft Office suite and Use of Statistical tools and techniques
- Good understanding of Higher Education Sector and ability to use internet, secondary research to articulate and identify emerging trends in the sector
- Good understanding of Data Management System at organizational level
- Extensive report writing and communication skills, with attention to detail, accuracy and quality consciousness
- Ability to collaborate and work well across organization departments
- Good interpersonal skills and strong networking
- Multi-tasking with good time management skills

#### **Qualification, Experience & Skill Requirements:**

- Desired candidate should be post graduate (full time Masters) completed with first class, from a recognized university with relevant experience of 1-2 years in Higher Education Institutions or Market Research/Survey Organizations or similar. MBA with relevant experience in MIS and matching skills will be an advantage.
- Graduates with first class from recognized university and with minimum 2-3 years of experience in similar roles with excellent writing, analytical and numerical skill may be considered.

**Age:** Max. 30 years as on the last date of application.

**Salary & Allowances:**

Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended at the end of three years, if the performance is found satisfactory.

Interested candidates are advised to **APPLY ONLINE** latest by **January 27, 2021**.

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