



## Institute of Rural Management Anand

IRMA Requires

### Programme Executive

at IRMA's Incubator (ISEED)

Institute of Rural Management Anand (IRMA)'s Incubator for Social Enterprises and Entrepreneurs Development (ISEED) , a section 8 company is looking for a Programme Executive for its incubation centre.

#### Job Description

Tasks would include:

- a. Assisting the iSEED Chair in coordinating ongoing projects and activities of iSEED at IRMA.
- b. Assistance in managing events of IRMA's incubator that includes training programs, liaising with Government and other partners to enable ongoing work of iSEED as a nodal agency, working with IRMA's incubatees and partners.
- 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. Assistance in programme documentation and reporting on regular basis.
- e. Managing the day to day activities at iSEED.

#### Qualification and Experience

A first class in Masters in Social Sciences or Management or allied areas with good communication skills (oral and written) is a must. 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 a contract basis for a period of one to two years with a consolidated remuneration in the range of Rs.30,000 to Rs.35,000 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 August 13, 2021, at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.