भारतीय प्रबंध संस्थान, कोषिक्कोड़
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O, Kozhikode -673570
Telephone: 0495- 2809218/366

RECRUITMENT FOR THE POSITION OF PROGRAMME SUPPORT EXECUTIVE FOR MGNF PROJECT

Notification No. C-09/2022-IIMK.HR dated 04-03-2022

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for the following contract position for its Kochi Campus Office MGNF Project. Presently IIMK-Kochi Campus is housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Sl. No	Position	**Key requirements/attributes**
1	Programme Support Executive (One Position)	Post Graduates in Social Sciences from reputed institutions, and with 2 to 3 years' experience, or graduates with minimum experience of at least 4-5years in analytical roles and/or client engagement/ account management roles, and/or experience in managing client relations and programmes in compatible service sectors•Salary Range: Rs.30,000-Rs.40,000 per month, depending on experience and capabilities (2-3year contract)•Desired Attributes: Very good oral and written communication skills, good analytical skills, and felicity with handling databases and MS Excel are desirable. Candidates' would be assessed to have the capability to provide necessary administrative and analytical support to Programme manager/ Coordinators, to structure and develop requisite reports and do data analysis, review reports and assignments under faculty supervision as necessary.
	Age limit	40 years
	Location of Posting	To be notified later
	Date & time of Interview	To be notified later

Instructions and General Information:

1. Interested and eligible applicants may apply online at the careers page of https://iimk.ac.in/ till **13-03-2022 5.00 PM**
2. Applications will be screened and those, who are meeting the criteria fixed by the Institute shall alone be invited for Test/Interview, as the case may be.
3. Those applicants, who have bare minimum education qualification and experience, may be preferred the least, when compared to the candidates, who meet the desirable elements of Job description.
4. Eligible applications will be screened and only shortlisted candidates will be called for interviews. This will be communicated by e-mail or through our website.