



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

RECRUITMENT OF PROJECT MENTOR ON CONTRACT

Notification No. C-14/2021-IIMK.HR dated 11-06-2021

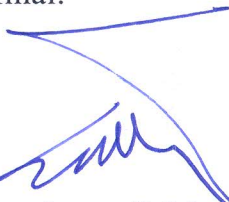
Indian Institute of Management, Kozhikode invites online applications from eligible candidates for the position of **Project Mentor on contract** at IIMK-Kochi Campus, presently housed at Athulya Building, Infopark, Kakkanad, Ernakulam.

Qualifications	Educational Qualification Post-Graduation or Graduation in any Subject Experience Minimum 2-3 years for Post Graduates and 4-5 years for Graduates in analytical roles and/or client engagement/ account management roles. Candidate should possess degrees (s) from a recognized university, good analytical skills and be proficient in handling MS Office. Fluency and strong command of oral and written English are a must.
Desirable	Post Graduates, with strong communication skills and versatile academic and managerial abilities. Experience related to teaching or research in recognized educational institutions, or in developing and managing institutional clients and relationships, especially in the service sectors and/or managing executive training programmes would be an advantage.
Roles and Responsibilities	The Project Mentor is required to assist faculty coordinators in managing executive training and other academic programmes - especially in terms of regularly engaging participants, who primarily include senior executives, tracking and acting on participant feedback, coordinating with teaching faculty as needed, and assisting in Kochi programme promotions, admissions, open-houses, assignment assessments and other related activities to promote and maintain a top-notch course experience for participants. She/he may also be required to attend/monitor and assist in the conduct of the online programme sessions on a regular or need basis, whenever they happen (weekends/weekdays)
Location of Posting	Kochi
Monthly Remuneration	Rs.30,300/- (Including Rs.300/- as telephone allowance)
Age Limit	45 years
Date & time of Interview	Will be notified later
Date and Time of Interview	IIMK- Kochi Campus, Athulya Building, Infopark, Kakkanad- Kochi- 682 042

Instructions and General Information:

1. Interested and eligible applicants may apply online at the careers page of <https://iimk.ac.in/> till **15-07-2021**
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.
5. Selected candidate will be posted at IIMK-Kochi Campus, which generally functions six days in a week with one day weekly- off.
6. Present Office hours are from 9:00 AM to 5:30 PM, subject to commencement of Offline Classes.
7. If selected, candidates are requested to submit all Certificates of educational qualification and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Engagement to the above position shall purely be on contract basis and selected candidates will have no right/ claim for regular appointment. Further extension of contract will be on the basis of performance and requirements of the institute
10. Institute has the right to modify the process of selection, at any stage.
11. Decision of the Director, IIMK regarding the selection will be final.

Dated: 11-06-2021



(Consultant (LS&A))