



**Notification No. C-22/2024-IIMK.HR**  
**RECRUITMENT OF ACCREDITATION & RANKING EXECUTIVE**  
**(ON CONTRACT)**

Indian Institute of Management Kozhikode invites applications for the contractual position of Accreditation and Ranking Executives.

<b>No. of positions</b>	03 (Three)
<b>Maximum Age Limit</b>	45 years (as on the date of notification)
<b>Monthly Remuneration &amp; Allowance</b>	Rs.40,000/- to Rs.50,000/- (Consolidated- based on the experience) & Rs.300/- (towards telephone allowance)
<b>Educational Qualification and Experience</b>	<b>Educational Qualification:</b> Master's Degree from a recognized University in Management and /or Education. <b>Work Experience:</b> Minimum three years of work experience in an educational role, preferably in accreditation, quality assurance or similar fields, with minimum salary of Rs.35,000/- for last three years.
<b>Term of Contract</b>	One year
<b>Other skills/competencies</b>	<ol style="list-style-type: none"><li>1. Direct experience with AACSB, AMBA, EQUIS accreditation processes, including preparation of documents and reports, would be seen as an asset.</li><li>2. Ability to manager and prioritize tasks effectively, keeping track of multiple deadlines and documents.</li><li>3. Both written and verbal communication skills are critical, as the role involves preparing documents and reports as well as communicating with various stakeholders.</li><li>4. Ability to analyze data and information to support accreditation activities and decision making processes.</li><li>5. Knowledge of office software, including word processing, spreadsheets, and presentation software, as well as any specialized software used in the accreditation process.</li><li>6. Working in good academic institutions or business organization is desirable but not essential.</li><li>7. In depth knowledge of National as well as Global ranking/accreditation process of academic institutions.</li><li>8. Precision is crucial in preparing documents for accreditation and ranking.</li><li>9. Ability to work effectively as part of a team, as the role involves collaboration with other office staff and faculty.</li></ol>
<b>Job Profile</b>	<ol style="list-style-type: none"><li>1. Undertake comprehensive documentation tasks for various accreditation/raking exercises, which involves compiling and synthesizing data from diverse sources such as other office departments, websites, and online databases.</li><li>2. Manage and maintain document flow and communication with all stakeholders, ensuring both transparency and discretion in internal and external relations.</li><li>3. Conduct daily administrative operations with autonomy, demonstrating strong organizational and time management skills.</li></ol>

	<p>4. Handle sensitive and confidential materials responsibly, adhering to the highest standards of privacy and security.</p> <p>5. Perform additional tasks as directed by supervisory authorities, which may vary according to the needs of the office.</p>
<b>Job Roles</b>	<p>a) Managing the day to day administrative operations of the office with minimal supervision.</p> <p>b) Document management and correspondences with stake holders – internal and external.</p> <p>c) Responsible for confidential and time sensitive material.</p> <p>d) Any other duties, as may be assigned from time to time.</p>
<b>Date &amp; Time of Selection test &amp; Interview</b>	<b>Will be notified later</b>

**General information and conditions:**

1. Interested and eligible candidates are invited to submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 22.05.2024**.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The appointment to the above position will be purely on contract basis for a period of one year.
5. Eligible applications will undergo screening, and only shortlisted candidates will be invited for selection test and interview. Date & time slots will be communicated by e-mail.
6. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Any form of canvassing or exerting influence, whether political or otherwise, will result in automatic disqualification of the candidate from consideration for the position.
8. The decision of the Director, IIMK regarding the selection shall be final.
9. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

**Last date for online application is 5:00 p.m. of 22.05.2024**

Dated: 23.04.2024

Assistant Administrative Officer (HR-Staff Matters)

