



भारतीय प्रबंध संस्थान, कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM-Kozhikode Campus-PO

**RECRUITMENT FOR THE POSITION OF PROGRAMME SUPPORT
EXECUTIVE FOR MGNF PROJECT**

Notification No. C-25/2021-IIMK.HR dated 08-10-2021

Indian Institute of Management, Kozhikode invites online applications from eligible candidates for the position of Programme Support Executive for MGNF Project.

Position	Key requirements/attributes
Programme Support Executive (Two 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.
Location of Posting	Kozhikode/Kochi
Date & time of Interview	To be notified later

Instructions

1. Interested and eligible applicants may apply online at the careers page of <https://iimk.ac.in/> till **17. 30 Hours on 20.10.2021**
2. Applications will be screened, at the first instance as per eligibility conditions prescribed in the Notification.
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. Shortlisted candidates, after instructions (2) and (3) are done with, will be called for Test/ Interview, as the case may be. This will be communicated by e-mail or through our website.
5. If selected, candidates are requested to submit all Certificates of educational qualification and experience at the time of joining.
6. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
7. Engagement to the above position shall purely be on contract basis and selected candidates will have no right/ claim for regular appointment.
8. Institute has the right to modify the process of selection, at any stage.
9. Decision of the Director, IIMK regarding the selection will be final.

11.10.2021.




Consultant (General Administration)