



भारतीय प्रबंध संस्थान, कोषिककोड़
INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O, Kozhikode -673570
Telephone: 0495- 2809160/366

RECRUITMENT OF PROJECT MENTOR ON CONTRACT

Notification No. C-39/2023-IIMK.HR dated 04-07-2023

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	Experience in developing and managing institutional clients and relationships, especially in the service sectors and/or managing executive training programmes in recognized educational institutions.
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, coordinate with teaching faculty as needed, coordinate and assist in 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.36,300/- (Including Rs.300/- as telephone allowance)
Age Limit	40 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:

1. Interested and eligible applicants may apply online at <https://iimk.ac.in/> latest by **30-07-2023**
2. In case of facing any technical difficulty during submission of online application, candidates are advised to contact cc@iimk.ac.in/hr@iimk.ac.in

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3. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
4. Candidates, who have submitted their applications, are advised to visit IIMK website/ check their e-mails regularly for getting updates regarding change of the interview schedule, if any
5. Relaxation in age limit for SC/ST/OBC (Non-Creamy layer)/Ex-Servicemen candidates will be as per Govt. of India Rules.
6. The engagement to the above position will be purely on contract basis for an initial period of three years. Extension of contract, if any will be subject to job requirements and performance.
7. Based on the details submitted in the application, academic and experience submitted, candidates will be shortlisted for the selection process and interview.
8. Eligible applications will be screened and shortlisted candidates alone will be interviewed; through video conferencing. Time slots will be communicated by e-mail.
9. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
10. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
11. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5.00 PM on 30-07-2023

Dated: 04-07-2023



for
04/07/2023
In Charge, HR Office