

ADVERTISEMENT REF. NO. 2017/02 DATED JULY 25, 2017

Position: Head (International Relations, Outreach Programs & Accreditation)
Job Code: 01

Number of Posts: One

Educational Qualifications:

- A first class (or equivalent) Post-graduate degree/diploma (full-time) in Management and/or Liberal Arts (Humanities & Social Sciences) from a reputed UGC/AICTE recognized institution, with a very good academic record throughout.

Experience:

- At least 15 (fifteen) years of Educational Management and/or Academic Administration experience and proven credentials in the following responsibilities, in higher educational institutions of high repute such as IIMs, IITs etc.
- Good proficiency in the use of computers, especially MS Office tools.

Desirable Qualifications/Experience:

- Doctoral degree (or equivalent) from a reputed UGC/AICTE recognized institution, in any of the disciplines mentioned under “Educational Qualifications”;
- Good knowledge of Hindi and, proficiency in foreign languages such as Chinese/Mandarin, Japanese etc. (speaking, reading and writing)

Age:

- Not more than 50 years as on closing date of applications.

Role & Responsibilities:

Responsibility	Activity Description
• Outreach & Inclusivity	• Strengthen the Outreach & Inclusivity efforts of the Institute as per the National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development (MHRD), Govt. of India (GOI);
• Global Connect	• Establish relations with globally reputed universities, institutions and companies in India and abroad and facilitate exchange programs, global partnerships, international immersion, collaborative endeavors and outreach programs for faculty and students;

Responsibility	Activity Description
<ul style="list-style-type: none"> • Collaborative Endeavour 	<ul style="list-style-type: none"> • Collaborate with agencies in India and abroad connected with higher/management education such as governments, non-governmental organizations, public and private sectors as well as bilateral and multilateral agencies for bringing benefits to the students of the Institute in the form of new learning and employment opportunities, internships, scholarships, sponsorships etc.
<ul style="list-style-type: none"> • Quality Assurance 	<ul style="list-style-type: none"> • Guide, assist and hand-hold the Institute's functionaries in establishing globally accepted academic and supporting systems and processes; • Benchmark the Institute's practices with international quality standards; • Drive the Institute's Quality Assurance efforts by facilitating continuous improvement of systems and processes;
<ul style="list-style-type: none"> • Accreditation 	<ul style="list-style-type: none"> • Mentor the Institute's functionaries towards fulfilling the criteria for recognition/accreditation of/by national/international bodies like NIRF; SAQS (South Asian Quality-assurance System); AACSB, EQUIS, AMBA etc. • Facilitate the Institute's accreditation with the above-mentioned bodies in a time-bound manner;
<ul style="list-style-type: none"> • Student-Interface 	<ul style="list-style-type: none"> • Work closely with Alumni bodies, Student Affairs Council and other Student Clubs in advancing the outreach activities; learning and employment opportunities for students
<ul style="list-style-type: none"> • Documentation & Dissemination 	<ul style="list-style-type: none"> • Maintain updated and centralized databases of all key contacts and nature of engagements, for easy access and correspondence; • Coordinate actively with other functionaries in the Institute in the documentation and dissemination of outreach activities and collaborative programs with national and international partners;
<ul style="list-style-type: none"> • MoU Compliance 	<ul style="list-style-type: none"> • Collaborate with other functionaries in the Institute in collecting and compiling the data and monitoring the progress on parameters contained in the MoU between the Institute and the MHRD, GOI.
<ul style="list-style-type: none"> • Coordination 	<ul style="list-style-type: none"> • Coordinate with other functions and functionaries in the Institute (e.g. Career Development Services) and Faculty in ensuring structured, seamless, smooth and streamlined progress of activities in all the above functions
<ul style="list-style-type: none"> • Other Responsibilities 	<ul style="list-style-type: none"> • Take up willingly, any other related duties and responsibilities that the competent authority may assign from time to time in Academic Administration, Education Management, Institution Building etc.

Key Skills/Abilities/Knowledge required:

- Good interpersonal skills with a solution-orientation mind-set.
- Should be self-motivated and able to work independently, with a sense of urgency regarding timely follow up and customer service orientation.
- Strong commitment to service and willingness to work in an extremely busy environment
- Proficiency in MS Office, e-mail, survey forms etc.
- Strong communication skills in English, Good knowledge of Hindi and, proficiency in foreign languages such as Chinese/Mandarin, Japanese etc. (speaking, reading and writing)
- Ability to plan with detailed orientation, maintain organized & accurate written & electronic records of all relevant work in the department and the results thereof.
- Ability to prioritize work in the department and effectively manage the same.
- Should be flexible to work within and beyond working hours as per the requirements
- Should be capable to handle the queries efficiently
- Should be open minded, sincere, honest, accountable, self-motivated and a team player with positive attitude.

Terms & Conditions of Appointment

1. Reporting: To the Dean or the Director of the Institute
2. Place of work: Visakhapatnam, Andhra Pradesh, India
3. Nature of appointment: Contractual
4. Tenure: Typically, three or five years. Fixation of tenure based on qualifications and experience. Extendable on mutually agreeable terms. Terminable with three-month notice or compensation in lieu thereof, from either side, any time during the contract period.
5. Compensation: Gross consolidated salary generally comparable to similar positions/levels in the Institute, but based on qualifications, experience, last pay drawn and, nature and extent of fit with the Institute's requirements.
6. Benefits & Annual Increments: As generally applicable to comparable positions/levels in the Institute.

Important Points and Dates to remember

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the (www.iimv.ac.in/careers) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.

2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.
4. All online applications (along with CV) should be received on or before **25/8/2017, 1600 Hrs.** No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitting the online application, please contact staffrecruit@iimv.ac.in by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **30 Nov. 2017.**

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