

September 11, 2017

**Position:** Executive – Career Development Services (CDS)

**Job Code:** 09

**Number of Posts:** One

**Educational Qualifications:**

Any Post graduate from a reputed UGC/AICTE recognized institution, with a very good academic record throughout. MBA qualification preferred.

**Experience:**

At least 2 years of experience of post-qualification with proven credentials in the following role-responsibilities.

**Desirable Qualifications / Experience:**

- Work experience in higher educational institutions of high repute such as IIMs, IITs etc. or organization of repute
- Good proficiency in the use of computers, especially MS Office tools

**Age:** Not more than 35 years as on closing date of applications

**Roles and Responsibilities: Working under the guidance of and in close coordination with the In-charge (CDS),**

- Assume responsibility for Career Development Services regarding all placement (summer and final) and career-related activities of the Institute.
- Foster strong relationship between IIM Visakhapatnam and various (potential) recruiters.
- Gain knowledge of current recruitment practices & develop strategies to acquire key accounts
- Strengthen linkage with the key accounts
- Closely follow the changing dynamics of the market for MBA graduates and suggest strategies to align with the market
- Maintain placement portal, prepare placement reports.
- Facilitate and manage the entire gamut of activities around the placement process like job postings, organizing pre-placement talks, assisting in preparing student profile books, laying down the rules for the placement process, interview management, organizing recruitment and offer management
- Working with agencies (if any) engaged for the purpose, provide career-related guidance to students through workshops/seminars, counselling and specially designed sessions in areas like writing resumes and interview skills.
- Engage with and involve alumni for career guidance activities and invite experts to conduct sessions on industry knowledge
- Endeavour to obtain international placements
- Interact and coordinate with students and manage the placement process in a student-friendly manner
- Organize and coordinate meetings, travel arrangements, book venues, arrange the necessary amenities and facilities, make travel and accommodation arrangements and any other logistics

arrangements as required in coordination with administration team for smooth and efficient CDS process flow, for smooth placement experience.

- Maintain records and databases pertaining to CDS
- Handle processes such as generating reports, responding to queries with respect to CDS activities.
- Assist in preparation of department budget from time to time
- Keeping track of department expenses vs budget
- Any other tasks assigned from time to time

#### **Key Skills/Abilities/Knowledge required:**

- Proficiency in MS Office, e-mail, survey forms, electronic scheduling, databases etc.
- Excellent interpersonal skills with a solution-oriented mind-set
- Maturity and high integrity
- Be dynamic, self-motivated and possess professional competence to provide support for all the activities of the department
- Be able to work independently, with timely follow up and customer service orientation
- Have strong commitment to service and willingness to work in a demanding work environment
- Good communication skills in English – oral and written
- Ability to plan, organize and maintain accurate written & electronic records of all relevant work in the department
- Ability to prioritize work and effectively manage the same
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude

#### **Terms & Conditions of Appointment**

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. Nature of appointment: Contractual
3. Tenure: Up to three 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.
4. 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.
5. 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](http://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 **September 29, 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](mailto: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 **November 30, 2017.**

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