



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2023/33

Date: 3rd July 2023

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Associate Manager -Compliance
Job Purpose	The incumbent is expected to develop and implement an effective legal compliance system for the Institute to prevent/ deal with violations of labour laws and internal policies, processes etc. if any.
Reporting to	Dean Administration
Job Type	Contractual – Non-Teaching
Will closely work With	Internal: CAO's Office, HR Office, and other relevant stakeholders. External: Institute Legal Counsel/Law firms, government agencies and other external Stakeholders
No. of positions & Job Location	One Position in IIMB, Bannerghatta Road Campus
Principal Accountabilities & Responsibilities	Collaborate with the respective Offices in Board matters and in statutory compliance related matters. <ul style="list-style-type: none">• Develop sound internal controls and ensure adherence to them.• Provide support to IC, D&I Grievances Committee• Ensure RTI related compliance and other statutes like RPWD Act, etc. are addressed duly.• Update Service Rules and Regulations from time to time.• Liaising with external advocates and provide status update to the senior management team about pending legal cases, if any• Preparation of legal advice on a wide range of institutional issues if any, including on the interpretation and application of regulations, rules, policies, and procedures.• Any other responsibilities assigned by the competent authority from time to time
Key Skills and Ability Required	<ul style="list-style-type: none">• Ability to interpret and apply labour laws, rules, policies, and procedures.• Should be proficient in MS Office suite
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidates should be a qualified company secretary.• Candidates with Qualifications in Labour Law would be desirable.• Candidate should have a min. experience of 6 years.• Candidate should have excellent command over English; Proficiency in Kannada and Hindi is highly desirable.• Experience in PSU/Government/Similar autonomous institutions of higher education is desirable.
Compensation	The indicative annual CTC will be in the range of Rs. 11 Lakhs – 12.69 Lakhs . The compensation would be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

Closing date for applications is 15th July 2023. Only shortlisted candidates will be intimated.