



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2022/26

Date: 23 May 2022

Position: Programme Administrator

Summary

Indian Institute of Management Bangalore invites applications for the position of Programme Administrator

Major Duties & Responsibilities:

- Work in coordination with your Reporting Officer and faculty program directors to execute daily responsibilities.
- Support internal team and partners to successfully complete all program, milestones.
- Communicate with all relevant stakeholders to build a sustainable relationship.
- Manage program content on Moodle – the Learning Management System
- Maintain and track program data.
- Share reports and analysis of data collected as part of the program.
- Any other work assigned.

Key Skills / Abilities/Knowledge required:

- Excellent writing and verbal communication skills.
- Proficient in Microsoft Office, particularly Word, PowerPoint, and Excel
- Positive attitude, detail-oriented and maturity to interact with faculty, program participants, and clients.

Experience and Educational qualification:

- Candidate should be a First-Class Graduate from a reputed Institution.
- Candidate should preferably have one to two years' experience. Freshers may also apply.

Compensation:

- Based on the experience and qualifications, compensation for selected candidates is likely to be mapped to 7th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules.

Audience/interface:

- **Internal:** Faculty, Staff
- **External:** Corporates, Industries

This position is on contract. Selected candidates should be prepared to take up the assignment immediately. **Maximum age limit** for being appointed under these Rules will ordinarily not exceed 60 years for Non-teaching staff, subject to discretion from the director.

Candidates meeting all the job requirements and desirous of being considered may apply online by visiting <http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for applications is 05 June 2022 Only shortlisted candidates will be intimated