



भारतीय प्रबंध संस्थान बंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2026/34

Date: 11<sup>th</sup> May 2026

<b>About IIMB</b>	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.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Manager – Post Graduate Programme</b>
<b>Job Purpose</b>	The incumbent should primarily focus on planning and driving the Institute's Academic as well as administrative activities. The job holder as Manager reports to the Programme Chairperson. The incumbent performs a set of responsibilities which facilitates planning, directing and controlling academic and administrative activities in accordance with the set policies of the Institute. S/he has to manage funds, drive budgets, and automate processes. The job holder needs to continuously interact with various departments, Faculty, staff and students to understand the expectations. S/he needs to educate and clarify internal stakeholders on matters related to the academic activities, their financial processes, systems and controls. While executing the job, the job holder needs to do an in-depth study & analysis of the existing processes and systems and devise systems and processes which help in driving the efficiency of the administration. The incumbent needs to engage closely with both internal and external stakeholders in the role.
<b>Job Type</b>	Contractual – non-teaching; the contract shall be renewed subject to satisfactory performance.
<b>Reporting to</b>	Chairperson PGP
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of the systems and procedures for academic, administration and student support.</li><li>• Respond to queries from faculty and students, drafting and interpreting regulations and dealing with queries.</li><li>• Co-ordination of the assessment procedures, coordinating and recording examination and assessment processes.</li><li>• Administer academic policies and advise faculty, staff, and students on policy matters related to the academic program.</li><li>• Write reports and prepare presentations about academic programs, instructional activity, program planning, etc.</li><li>• Ability to work closely with senior and academic staff.</li><li>• Adapt to change, open to new ideas, take on new responsibilities, handle pressure, and adjust plans to meet changing needs.</li><li>• Plan, direct and control the Academic Programme activities in accordance with the set policies of the Institute</li><li>• Manage funds, drive budgets, automate processes of the department/programmes.</li><li>• Continuously interact with various departments, faculty, staff and students to understand their expectations related to Academic Activities.</li><li>• Educate and clarify internal customers on matters related to the various academic &amp; administrative processes, systems and controls.</li><li>• Provide support to the departments on commercial legal matters, validation of MOU's, financial agreements.</li><li>• Ensuring Statutory Compliance related to the departments handled on an ongoing basis.</li><li>• Supporting top management in all matters of strategic planning.</li><li>• Develop and Implement MIS for the departments handled.</li><li>• Plan and drive departmental objectives</li></ul>



	<ul style="list-style-type: none"><li>• Review the performance of the team members, give feedback, identify the learning needs and develop the capabilities of the team. To perform people's responsibilities for development function</li><li>• Any other work assigned by the Institute from time to time.</li></ul>
<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions. The Manager is required to lead the team and guide them in their day-to-day activities and to coordinate with the academic and administrative departments.</li><li>• Strong Analytical, Planning and Forecasting skills should be detail oriented and have the ability to drive administrative process improvements across the Institute.</li><li>• Should possess excellent interpersonal skills and have a solution orientation mind-set.</li><li>• Should be self-motivated and able to work independently, with a strong sense of urgency regarding timely follow-up and customer service orientation with internal clients.</li><li>• Ability to identify and collaborate with internal stakeholders and should have ability to work effectively with members of the staff and faculty.</li><li>• Proficiency in MS Office software, e-mail, electronic scheduling, databases and internet and ERP.</li><li>• Strong communication skills - oral and written. Ability to effectively communicate across levels of managers and executives in a professional as well as appropriate manner.</li><li>• Ability to prioritize work opportunities in the department and effectively manage the same.</li></ul>
<b>Qualification and Personal Profile</b>	<p><b>Educational Qualifications</b></p> <ul style="list-style-type: none"><li>• <b>Essential:</b> A Graduate degree from a reputed University or Institute with relevant accreditation.</li><li>• <b>Preferred:</b> A Postgraduate qualification in Management (MBA or equivalent) will be considered an added advantage.</li></ul> <p><b>Experience &amp; Expertise</b></p> <ul style="list-style-type: none"><li>• Should have a minimum of 10 years' experience in a large organization/PSUs/Government Institutions/premier educational Institution in handling the assignments listed under major duties &amp; responsibilities.</li><li>• Should be fluent in English, fluency in Hindi and Kannada is preferable. Knowledge of a foreign language will be added advantage.</li></ul>

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

The closing date for applications is 15<sup>th</sup> June 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- 10<sup>th</sup> & 12<sup>th</sup> Marksheets.
- Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.
- Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.
- All experience letters.
- Recent 3 months' payslips or 3 months' income proof.
- If you have undergone any training, kindly attach the training certificates.

Applications without these documents will be treated as incomplete and will not be considered for evaluation.