



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment,
Forest & Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

Contractual Appointments
No. IIFM/PERS/A -69 (24)/2018-19 (06.05.2019)

Applications are invited from eligible candidates for the following contractual positions.

01. Admission and Alumni Executive

Job Description

Work with chairperson Admission of various programmes to coordinate all admission related activities.
To organize outreach programmes to reach prospective students as required.
Work with Chairperson Alumni for coordinating all alumni related activities.
To create and disseminate newsletters, flyers, posters etc., for admissions and alumni activities.
To maintain social media presence for these activities
To manage and administer any online platforms for Alumni / Admissions.

Skills

Conversant with computers and MS Office and Office Management Practices
Good command on written and oral communication skills in English language
Familiarity with communication on Social media
Knowledge of Government regulations on implementation of reservations
Should be a team player who can instill confidence and establish high performance levels
Ability to identify and engage in outreach with prospective students.
Ability to communicate and engage with Alumni of the institute
Ability to coordinate alumni events, maintain alumni database
Should be able to create alumni newsletters

Qualifications and Experience

A First class Postgraduate with good academic record. Candidates having an MBA will be preferred.
Candidates having Prior work experience in similar/equivalent capacity will be a preferred.

Age limit: Maximum 35 years as on May 31, 2019.

Duration : Selected candidate will be offered a fixed term contractual appointment for a period of one year, which may be extended for a further period as required. **Candidates may please note that this is a project related position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

Remuneration: Consolidated monthly remuneration of Rs 40,000/-. The candidate shall **not** be eligible for any other allowances or perks.

02. Case Study and eLearning Centre

(a) Centre Executive

Job Description

To manage activities of the IIFMs Case Centre
To manage activities of IIFM eLearning Centre including student registration and contact
To promote sale of IIFM cases and eLearning courses
To help facilitate case and e-course development and sale
To reach out and interface with industry for Case opportunities
To manage and administer eLearning and case digital platforms

Skills

Conversant with computers, MS Office and Office Management Practices
Good command on written and oral communication skills in English language
Good understanding of Case teaching in management education
Understanding of eLearning and Learning Management Systems

Qualifications and Experience

A First class MBA / Masters in Mass Communication. Candidates having good understanding of selling academic products the CASE Method will be given preference. Experience with eLearning and MOODLE Learning Management System will be highly valued. Candidates having Prior work experience in similar/equivalent capacity will be a preferred.

Age limit: Maximum 45 years as on May 31, 2019.

Duration: Selected candidate will be offered a fixed term contractual appointment for a period of one year, which may be extended for a further period as required. **Candidates may please note that this is a project related position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

Remuneration: Consolidated monthly remuneration of Rs. 40,000/-. The candidate shall **not** be eligible for any other allowances or perks.

(b) Technical Associate (eLearning)

Job Description

Will be responsible to provide technical support to IIFM eLearning Centre
Moodle platform Administration and customization
Moodle Plugin Installation
Helping faculty in creating and uploading Moodle courses, quizzes and tests
Basic Image editing
Creating simple educational animations and learning objects

Skills

Moodle Administration, Moodle course creation
Moodle Theme Customization, Moodle Plugins, PHP
Should be familiar with eLearning and should be proficient in basic video editing, YouTube uploading and creating basic animations.
Good communication skills

Qualifications and Experience

Graduate with certificate in PHP MYSQL / LMS and technical expertise in Moodle LMS Administration and course creation. Proficiency with any authoring tool like Camtasia Studio / iSpring etc will be desirable. Candidates with prior experience in Moodle will be given preference.

Age limit: Maximum 35 years as on May 31, 2019.

Duration : Selected candidate will be offered a fixed term contractual appointment for a period of one year, which may be extended for a further period as required. **Candidates may please note that this is a project related position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

Remuneration: Consolidated monthly remuneration of Rs 25,000/-. The candidate shall **not** be eligible for any other allowances or perks.

03. MDP-Executive

The Management Development Programmes (MDP) of IIFM Bhopal play a vital role in providing relevant and interesting training programs to the external stakeholders. These programs also improve the reputation of IIFM by strategically building relationships and credibility. This is a unique, creative opportunity for the right candidate to promote relevant and interesting programs and to gain valuable experience of planning, executing and evaluating training programs.

Job Description:

The MDP Executive is responsible to support building a pipeline of programmes, both short term and long term for companies, government and young professionals in executive education and certificate courses. These MDPs will cover open enrolment MDPs, customized client-specific MDPs, workshops and certificate programs.

Strategic responsibilities include handling enquiries from various companies, government and professionals with regards to developing long and short term programmes and courses for them.

Responsible for processing the incoming enquiries, visit prospective clients and convert enquires into programmes appropriately.

To work closely with faculty in terms of designing the proposals / contents of the programmes. Support the delivery of programmes and coordinate logistics related to transport, boarding, lodging, field visits, etc. of the participants.

Support in timely processing of accounts and record keeping.

Responsible for submitting Expressions of Interests, tenders, request for proposals for the government programmes.

Operational responsibilities include annual calendar development, prospecting, managing client relations, visit client site, interface with faculty and ensuring the conversion of proposals by follow ups,

support delivery of the programmes, evaluation and follow-up, timely processing of accounts and record keeping etc...

He/She will report to the MDP chairperson and assist in all related matters.

Essential qualification & experience:

Post Graduate Degree in Management or Post Graduate Diploma in Management from a premier Institute with minimum 50% marks in any discipline.

Experience of atleast one year in handling training management or related activities in reputed business school.

Excellent communication skills in oral and written English.

Excellent computer knowledge skills in MS Windows, MS-Word, MS-Excel, MS-Powerpoint and internet.

Desirable qualification & experience:

Prior experience in handling MDPs at IIMs or any top NIRF ranked B-school

Should have keenness to travel across the country

Strong networking and relationship building skills

Exposure to digital marketing and social media

Exposure to creative artwork and digital design

Age limit: Maximum 35 years as on May 31, 2019.

Duration: Selected candidate will be offered a fixed term contractual appointment for a period of one year, which may be extended for a further period as required. **Candidates may please note that this is a project related position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

Remuneration: Consolidated monthly remuneration of Rs 40,000/-. The candidate shall **not** be eligible for any other allowances or perks.

Last date of receiving application: 30th May 2019 5.00 PM (email only)

Candidates fulfilling the above requirements may submit their application in the specified format available in Institute's website, containing a brief write-up on work experience, by **email ONLY** to HR Section of IIFM at hr@iifm.ac.in with a copy to **on or before 30th May, 2019 5.00 PM**. Only shortlisted candidates will be called for further interview at IIFM, Bhopal. No TA/DA will be given for attending the interview and candidates should make their own arrangements for travel, lodging and boarding. Candidates are requested to clearly specify the post applied for in the respective column as per the format available in Institute's website.

Chief Administrative officer