



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
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Contractual Appointments
No. IIFM/PERS/A -69 (24)/08/2021

Applications are invited from eligible candidates for one post (01) of MDP Executive on contract basis.

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. Desirable knowledge in Hindi.

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 30th September 2021

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:

Interested candidates fulfilling the above qualifications/requirements may visit our website www.iifm.ac.in/vacancies and submit their applications under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/53> uploading self-attested scanned copy of the certificates/testimonials indicating their educational qualification and work experience.

The online application link will be available upto 17.00 hours on 18th September, 2021.

Only shortlisted candidates will be called for online interview. Mere fulfilling of eligibility criteria will not entitle a candidate to be called for the interview.

Chief Administrative Officer