



भारतीय प्रबंध संस्थान राँची
Indian Institute of Management Ranchi

Date: March 15, 2021

Position: Program Manager – Mahatma Gandhi National Fellowship (On Contract)

Summary:

IIM Ranchi invites application for the position of Program Manager for the Mahatma Gandhi National Fellowship (MGNF). MGNF is a Certificate Program in Public Policy and Management (CPPM) offered by IIM Ranchi that seeks to equip and train individuals for a period of two years to work in state or district administrative activities. The CPPM is designed with inputs from the Ministry of Skill Development and Entrepreneurship. The MGNF seeks to strengthen local institutions and schemes in helping achieve their potential. The candidate will be a contractual employee of the **IIM Ranchi** and will be expected to full time in IIM Ranchi. The successful candidate is expected to join a team of academics and practitioners in documentation, planning, assisting with monitoring and evaluation, and helping the MGF participants develop economic development and go-to-market strategies that are driven by district level resources and skills. This will require the candidate to engage with both IIM Ranchi and external stakeholders in the discovery process for district level development processes. The Program Manager will be responsible for overall administrative responsibility for all academic and operational activities.

Major Roles and Responsibilities

The Project Manager is responsible for:

- Overall administrative responsibility for all academic and operational activities
- Develop key reports, including financial reporting, and manage training program milestones.
- Manage and monitor a distributed team and oversee fieldwork of participants (where appropriate).
- Develop protocols to ensure smooth functioning of the Academic and District Immersion modules of the program to ensure an integrated delivery of the program.
- Plan long & short term resource needs in accordance with the requirement of training programs.
- Manage and monitor/influence a distributed team comprising of 2 state coordinators, faculty and mentors and oversee fieldwork of the fellows (where appropriate)
- Maintain routine engagement with key stakeholders – ministry, fellows, district cells, faculty, fellowship coordinators and mentors
- Build an ecosystem understanding of the skilling space, especially the functions of the administration to be able to steer the direction of the work of the fellows (with support from experts)
- Support in coming up with key publications from time to time, in collaboration with required stakeholders to share the findings and insights from this youth and skilling intervention

Key Skills / Abilities/Knowledge required:

- Strong interpersonal skills and self-motivated.
- Familiarity with financial accounting and report writing is strongly preferred.
- Demonstrated experience working on policy and programmatic issues with multiple stakeholders including national, local governments and civil society organizations including community organizations.
- Attention to detail, planning, and task-orientation
- Some travel will be required.



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Educational qualification and Experience:

- Candidate should be a Post Graduate (Master) in any stream with a strong academic record from a reputed academic institution and should have 8 years work experience in administration.
- Desirable- Five years of working experience in project management, preferably with a reputed national/ international organization in Social development /Entrepreneurship/Skilling sector.

Compensation:

- Contractual payment of INR 65,000 to 80,000/per month (payment amount is subject to prior experience and qualification).

Period of Engagement:

- 2 year contract.

Reporting Relationships:

- Program Manager will report to the Program Directors of the MGNF program.

Audience/interface:

- Internal – Faculty, IIMR Administration team
- External – Clients (National or State Governments, Corporate).

Location

IIM Ranchi (He /she has to travel across the states of Jharkhand and Tamil Nadu)

For any further clarification, please email at mgnf.coordination@iimranchi.ac.in.

The institute is an Equal Opportunity Employer and committed to fully complying with the provisions of Rights for Persons with Disability Act. The institute firmly believes that such hiring is no way a charity but makes business sense as it is proven that Persons with disability are both highly productive and stable team members, if given an opportunity.

Maximum age limit for being appointed under these Rules will ordinarily not exceed 45 years subject to discretion from the director.

We encourage OBC, SC/ST, PwD candidates to apply for the position.

Closing date for applications is **14th April 2021 (5.00 p.m)**. Only shortlisted candidates will be intimated