



Requires

Manager - Compliance

Indian Institute of Management Ahmedabad (IIMA) is looking for Manager - Compliance. Manager - Compliance is a middle management level position requiring maturity and integrity. Manager - Compliance will direct and carry out all administrative functions of Compliance Department.

Job Profile:

The main job profile shall be:

- Compliance with laid down regulations, GFR and Institute's norms
- Vetting of agreements and MOUs with donors and collaborators, and facilitating its execution.
- Any other related function.

The detailed job specifications are as under:

- Oversee Institute's management activities, and enforce principles of integrity and compliance.
- Provide opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms and applicable rules, seeking to optimize Institute's interest.
- Assure accuracy and appropriateness of contract/ agreement/ MOU text and attachments.
- Provide/ seek appropriate legal inputs in matters pertaining to Institute's commitments and collaborations.
- Liaison with Endowment Foundation office.
- Facilitating execution of agreements.
- Act as a repository of nomination contracts.
- Any other co-aligned matter as may be assigned from time to time.

Qualification & Experience:

- The candidate must be a professional Chartered Accountant (CA). Besides, a degree in law is preferred.
- The candidate should have at least 5 years of post-qualification professional experience in the field of Compliance/ Contracts/ legal department.
- Experience in Autonomous bodies or large academic institution or PSUs is desirable.

Age: Max. 35 years as on the last date of application. The Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Reporting: The selected candidate will report to the Director. Reporting structure may be altered as per the requirement of the Institute.

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 10 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **February 1, 2023**.

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