



Requires

Manager-Blended Post Graduate Programme in Management

BPGP is a two-year MBA degree-granting programme offered by IIMA. Delivered in a blended mode with online synchronous sessions and on-campus modules, the programme retains the core strength of case-based pedagogy followed by IIMA. The blended learning design facilitates participants who prefer to strike a balance between a professional career and academic learning. Under the guidance of the programme Executive Committee and a competent staff team, the Manager is expected to perform the following roles:

- **Manage admissions and programme promotion:** With the purpose of attracting the best candidates into the programme, manage programme promotion, including, design of brochures and other collateral materials, social media and press campaigns, seminars/ webinars/ roadshows, and such other activities.
- **Supervise the admission activities:** Manage admission activities, including admission tests, and interviews, finalize the candidates based upon the guidelines, and organise all the support needed for completing the admissions.
- **Corporate communication:** Manage corporate communication and organise events with the objective of establishing equity among participants and employers in India as well as abroad. Also, build and maintain relationships with external stakeholders such as programme alums and HR/L&D Heads of the corporates.
- **Manage alumni relations:** Organise alumni interaction with the BPGP participants, and prospective participants to enhance the brand building for the programme.
- **Manage programme operations:** Monitor the day-to-day activities of the programme, such as coordination with the technology partner for programme delivery, arrangements for campus modules, course schedule preparation including elective bidding, ensuring timely receipt of the course materials, exam/ quiz coordination, evaluation, and grade sheet preparation, compilation of feedback for the courses, activities related to convocation etc.
- **Leading the staff team:** Mentoring the programme office staff in the roles delegated to them for the smooth functioning of the programme and ensuring that deadlines are met for the tasks handled by them.
- **Compliance roles:** Ensure provisions of the programme manual are complied with, including the conduct of meetings required as per the provisions of the programme manual; custodian of all information and record keeping for future compliance by the programme office.

- The role is also expected to perform a number of ancillary tasks, such as the following:
 - Visualizing needs to develop software or apps that will facilitate faculty, participants as well as programme staff in programme delivery, enabling online portals for course registration, grading, feedback etc., by liaising with the Computer Centre and/ or third-party vendors appointed by the institute.
 - Ensure an up-to-date, informative, and active website/ webpage of the programme.
 - Liaising with all other departments at IIMA and acting as a POC for internal stakeholders, including faculty members.
- Handling of such other tasks as may be deemed necessary by the Institute.

Educational Qualifications & Experience:

- Postgraduate degree in any discipline, but preferably in Management, Marketing, or related fields.
- Minimum 7 years of relevant experience in academic programme management, particularly in leading a team, will be considered desirable for this position.

Reporting to: Chairperson, Blended PGP

Age: Maximum 45 years on last date of application. The institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to women candidates.

Salary & Allowances:

Selected candidate 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. The selected candidate will be placed in Pay Level 10 under the pay matrix of 7th Central Pay Commission and the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by March 05, 2025.

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