



**ADVERTISEMENT FOR THE POST OF 'CHIEF EXECUTIVE OFFICER
EXECUTIVE EDUCATION' (ON CONTRACT BASIS)**

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Chief Executive Officer – Executive Education** purely on contract basis initially for a period of Two year extendable further up to Five years & subject to limit of 65 years, mutual consent, satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Chief Executive Officer – Executive Education - 01 post</p> <p>Monthly Emoluments – Rs. 1,75,000/- to Rs 2,10,000/- with Other Benefits*</p> <p>Maximum Age Limit – Below 65 years as of the date of application.</p>	<p><u>MINIMUM QUALIFICATIONS:</u></p> <ul style="list-style-type: none">▪ Candidate should be a Postgraduate from a reputed Institute.▪ Candidate with higher qualifications will be given preference. <p><u>EXPERIENCE:</u></p> <p>At least 15 years of experience. Should have knowledge about key management areas (Marketing, HR, Finance, Operations, Strategy, etc.). Should possess excellent verbal and written communication and presentation skills. The incumbent should be ready to travel across the country in case of need.</p> <p><u>JOB PROFILE:</u></p> <ul style="list-style-type: none">▪ The Chief Executive Officer shall oversee and is accountable for all activities and performance of the EEP department including performance marketing, growth metrics, brand building and brand reputation.▪ Support the Chair in developing an annual MDPs and Customized Training Program plan by providing inputs on the market requirement.▪ Chief Executive Officer shall evaluate Institute's performance in Executive Education and leads the marketing team in creating excellent web and social media presence that enables the awareness of the business/brand to spread virally.▪ Strategic Planning and Execution support to chairperson (Executive Education) on all matters pertaining to marketing, handling client relationships and delivery of executive education programs in the institute.▪ Periodic assessment of emerging client requirements through personal discussions survey and providing the necessary inputs to the EEP team for designing new ad relevant programs▪ Development of competent databases on client and contact persons for executive education and ensuring the upkeep of the same by continuous updating.▪ Development of good systems for identification of new opportunities for Programmes expansion.▪ Coordinating with Prospective Clients and Marketing Agencies.▪ Build relationships with Learning & Development (L&D) professionals.

***OTHER BENEFITS:**

- Out-of-Campus allowance: Employee not allotted an Institute quarter will be eligible for out of campus allowance of Rs. 12000/- per month, on submission of appropriate declaration to the effect.
- Annual Increment: Admissible as per extant Institute norms.
- Health Insurance: Health insurance premium up to Rs. 10,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on a yearly basis.
- Leave Benefit: A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period Two year extendable further up to Five years & subject to limit of 65 years, mutual consent, satisfactory performance of the incumbent & need of the Institute.
2. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
3. The date for Interview will be communicated later to the shortlisted candidates **through email ONLY**. The candidates are advised to check their emails regularly.
4. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
5. Crucial date for determining the age limit shall be the closing date for the receipt of applications.
6. **Selection Process-** Through Interview, which may also be conducted through online mode. Candidates are required to mandatorily mention their **email ID** in the application form.
7. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
8. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. **It will be placed on the Institute website only.**
9. The panel of selected waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
11. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
12. The Institute also reserves the right not to fill the post, if it so desires.
13. No interim correspondence will be entertained.
14. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
15. Legal disputes, if any will be restricted within the jurisdiction of Mumbai only.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **December 12, 2023 (5:00 pm)**:

No other mode of application will be entertained.

Chief Administrative Officer