



### *Requires*

#### **Executive for PGP-FABM Office**

Indian Institute of Management Ahmedabad (IIMA) is looking for a dynamic Executive for its PGP-FABM office.

#### **Job Description:**

The selected candidate will assist the Programme Manager in activities related to programme administration, academics, outreach programmes and alumni relations. Some of the core responsibilities include (but not limited to):

- **Alumni Database Management**

- Liaise with the Alumni Office to prepare and maintain an alumni database covering the past 10–15 years.
- Ensure accurate, up-to-date records and maintain strong alumni relationships.

- **Data Analysis**

- Compile and analyze data on colleges from which students have enrolled and been placed after completing the programme.
- Categorize and present insights based on relevant factors (e.g., geography, discipline, placement outcomes).

- **Programme Review and Outreach**

- Assist the Chairperson and Executive Committee (EC) in conducting a detailed review of the programme's impact and prepare a comprehensive outreach plan.
- Identify new outreach opportunities and strategies for the Chairperson and EC to increase programme visibility.

- **College Engagement and Roadshows**

- Liaise with colleges and organize roadshows for Chairperson, EC and faculty to promote the programme.
- Travel as needed to organize promotional activities for the programme.

- **Rural Immersion Visits**

- Travel to rural immersion locations to check arrangements and ensure smooth execution of field components.

- **Webinars and Events**

- Organize webinars for prospective students, alumni, and partners.
- Coordinate logistics and manage participant engagement.

- **Communication and Marketing**

- Develop a programme brochure and create regular updates for social media platforms.
- Work with the communications team to ensure consistent and impactful messaging.

- Assisting the PGP-FABM Office in its day-to-day administration related to academics and other activities as per requirement which may involve working on weekends if need be.
- Perform other related duties as assigned by the Chairperson, Manager or Supervisor.

**Skills:**

- Conversant with mid-level computing, different operating systems and MS Office functions and Office Management Practices
- Strong organizational and project management skills, analytical and quantitative skills
- Ability to work on multiple assignments
- Self-driven, evidence of working with minimal supervision. Should be a team player who can instill confidence and establish high performance levels
- Good command on written and oral communication skills in English language, ability to interact with faculty, peers, and external agencies effectively, draft letters etc.

**Qualification, Experience & Skill Requirements:**

- The candidate should be a graduate (full time) with first class from any recognized university with minimum 3 years of professional work experience.
- A post graduate degree would be preferred.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer-related tasks is essential. Advanced Excel skills: data analysis, what-if analysis, macros etc. would be preferred. Analytical mindset with proficiency in data analysis tools.
- The candidate should have good communication skills and positive aptitude.
- Previous experience in programme management, alumni relations, or outreach activities is desirable.
- Willingness and ability to travel frequently (including to rural areas).

**Age:** Maximum 30 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.

**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 2 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 **July 23, 2025**.

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