



INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University -- Under Department of Commerce, Govt. of India)

Appointment of Professional for Placement Officer (On Contract)

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India engaged in education, training and research in the area of International Business. The Institute is looking to engage a dynamic and experienced person to interact with Students on regular basis and also support placement activities of the Institute.

Educational qualification & Experience:

1. The candidates must have a Post Graduate/MBA with at least 60% marks or matching CGPA from any institution of national importance. Preference will be given to professionals qualified in PR/ Marketing/ Corporate Communication having excellent network with Corporate Houses.
2. At least one year of successful experience as Placement Officer/ Manager or Placement Head, Training and Placement Officer at any Institute of national importance or a premier business School with a strong corporate network.

Or

At least two years of experience as HR Head, VP or senior HR level with a prestigious corporate brand with a good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisition and campus placements in particular.

Note: Institute reserves the right to seek feedback from past/current employers if required.

3. Good communication skills, especially in English.
4. Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIFT.
5. Should have capabilities to motivate and encourage students
6. Should have desire to excel and contribute to growth of the Institute.

Desirable qualification:

- Candidate with the willingness to travel extensively to build a network with potential recruiters,
- Membership of well-known HR networking bodies.
- A highly motivated person with a pleasing personality and strong people skills.

Job Profile:

- To organize placements of students in Corporate/Public Sector and support students in the placement process.

- To organize and attend placement visits to monitor the progress of students, and deal effectively with any issues/concerns that arise.
- To assist in Training & Placement Cell and career counseling of students.
- Interaction with company executives for summer and permanent Placement
- Arranging company visits and corporate talks for students.
- Evaluating preferences and making recommendations.
- Motivate students to achieve peak productivity and performance Plan, schedules and presentations on career development, career skills, and career opportunities.
- Coordinating and collaborating with other Placement Officers.
- Representing the organization at various community and/or business meeting for promoting existing and new programmes.
- Enhance working relationships with corporate houses and other stakeholders to facilitate placement of students.
- Maintaining database of employment possibilities and resources.

Term of Contractual Appointment: 1 year (to be extended based on performance review annually)

Age: Should be less than 50 years on the closing date of application.

Emoluments: The candidate will be paid a consolidated salary of Rs. 80,000-1,00,000/- per month depending upon the work experience. Higher remuneration would be considered for exceptionally qualified and experienced candidates.

General Instructions

1. Applications must be sent only through the online mode.
2. Last date for submission of online applications is **28th November, 2021**. To apply online, please use the link: http://docs.iift.ac.in/recruit/solo.asp?jcode=PO_November2021
3. Those working in Government/Semi-Government PSUs etc. should send their applications through proper channel.
4. The selected candidates will be governed by the Institute's rules.
5. The Institute reserves the right not to fill up the post without assigning any reason.
6. Only the shortlisted candidates shall be informed by e-mail to appear for interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.
7. Selected candidate will have to join duty immediately on receipt of the offer.

Dr. P.K. Gupta, Registrar