



Indian Institute of Management Ahmedabad

invites applications for

4 PROGRAMME ASSOCIATES IN LONG DURATION PROGRAMME (LDP) OFFICES (DPM, PGP, PGP-FABM, PGPX)

The Indian Institute of Management Ahmedabad intends to hire 4 dynamic candidates for LDP offices.

Required Qualifications & Skills

- The candidate should hold full-time graduate degree in any discipline with first class from any recognized university.
- Conversant with computers, different operating systems and MS Office functions and Office Management Practices
- Ability to work on multiple assignments
- 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.

Job Description

- Enter and update course outlines, descriptions, and details in the portal accurately.
- Ensure data is formatted properly and follows the required guidelines.
- Coordinate with the programme office team and relevant department to collect and validate information.

Duration

The position will be offered for a period of four months and may be extended if required.

Salary

Compensation will be governed by IIMA's policy, commensurate with qualification and experience.

Application and deadline

Candidates meeting the above criteria are advised to send a **cover letter** expressing interest in the position, and a **detailed CV** to the following **email addresses**:

1. **agm-pgpx@iima.ac.in**
2. **manager-pgp@iima.ac.in**
3. **manager-phd@iima.ac.in**

Application deadline: **March 20, 2025.**
