Institute of Rural Management Anand

IRMA Requires

Programme Assistant/ Associate

Institute of Rural Management Anand (IRMA) is looking to hire a Programme Assistant/ Associate for a project titled '**Living Farm Incomes: Inequality, Sustainability and Civic Action in India'**.

Job Description

Tasks would include:

a. Assisting the Coordinator and the project team in managing on-going projects and activities.
b. Assistance in managing events that includes logistical support for workshops, meetings, liaising with all stakeholders and consultants of the project.
c. Coordinating with IRMA's accounts, administration and internal communication, and back office related works for smooth functioning of the project activities.
d. Managing the project resources and maintaining records, files etc.

Qualification and Experience

Any Masters' degree with good communication skills (oral and written) can apply. Candidates with relevant experience will be given preference and in exceptional cases of high work experience in administrative and HR roles those with Bachelors' degree can also apply. The role involves good interpersonal skills and ability to work within stipulated deadlines.

Remuneration

Appointments will be made purely on contract basis for a period of one year (extendable) with a consolidated remuneration in the range of Rs.20,000 to Rs.30,000 per month depending on qualification and experience.

The Director, IRMA reserves the right to make relaxation in the prescribed qualifications/ experience, if otherwise found suitable depending upon the requirement of the Institute at that point of time.

Interested candidates may apply online by 25th February, 2021 at https://www.irma.ac.in/careers/careers.php. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.