



Institute of Rural Management Anand

IRMA Requires

Programme Executive

at IRMA's Incubator (ISEED)

Institute of Rural Management Anand (IRMA)'s Incubator for Social Enterprises and Entrepreneurs Development (ISEED) , a section 8 company is looking for a Programme Executive for its incubation centre.

Job Description

Tasks would include:

- a. Assisting the iSEED Chair in coordinating ongoing projects and activities of iSEED at IRMA.
- b. Assistance in managing events of IRMA's incubator that includes training programs, liaising with Government and other partners to enable ongoing work of iSEED as a nodal agency, working with IRMA's incubatees and partners.
- c. Coordinating with IRMA's accounts and administration for smooth functioning of the Centre and maintenance of the incubation centre (internal communication and back office related works).
- d. Assistance in programme documentation and reporting on regular basis.
- e. Managing the day to day activities at iSEED.

Qualification and Experience

A first class in Masters in Social Sciences or Management or allied areas with good communication skills (oral and written) is a must. Candidates with relevant experience may be given preference. The post involves travel as per demands of the project from time to time and requires empathy with rural India and entrepreneurs.

Remuneration

Appointments will be made purely on a contract basis for a period of one to two years with a consolidated remuneration in the range of Rs.30,000 to Rs.35,000 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 August 13, 2021, at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a statement of interest and detailed Curriculum Vitae.