



Ref: IIMB/HR/RECT/2023/59

Date:14 December 2023

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Head – Career Development Services
Job Purpose	The incumbent will plan development activities for the Career Development Services Office. S/he is expected to manage placement activities. S/he needs to build and strengthen relationships with potential recruiters and has responsibility for achieving measurable targets in placements.
Job Type	Contractual – Non-Teaching
Reporting to	Chairperson, Career Development Services
Will closely work with	Internal: Program Offices, Students, Faculty and Staff External: Corporates, Industries
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• The incumbent must manage and monitor the career development services related to the Degree Granting Programmes and drive registration of new recruiters.• The job holder is expected to manage the activity independently.• Is expected to be involved intensely in the development of the pool of recruiters located in India and outside India and ensure maximum possible job opportunities to the students.• Will be managing administrative activities related to the CDS Office.• Conduct career coaching sessions spread over the year. Plan the development activities on a yearly, quarterly, and monthly basis and review the implementation of the same.• Engage current and prospective recruiters in their participation in campus interviews.• Interact with the PGP/EPGP students and student body representatives to understand their career preferences and mobilize appropriate career opportunities.• Align with internal processes such as strong process compliances, Digitization, MIS management, prompt stakeholder management, initiatives to enhance the IIM Bangalore brand, and contributing to placement of students for multiple programs on an ongoing basis.• Willingness to travel, both domestically and overseas.• Ability to prioritize work opportunities and effectively manage the same with limited supervision.• Other job roles/activities assigned by the competent authority.
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Strong communication skills – verbal and written.• Strong analytical, planning and forecasting skills with attention to detail.• Understanding of graduate student career development challenges and employment trends.• Comprehensive knowledge of local, national, and international job markets.• Proven leadership and management experience in career-focused initiatives.• Excellent interpersonal skills with a solution-oriented mindset.• Self-motivated and ability to work independently with good time management skills.• Strong customer orientation and networking skills.• Ability to collaborate and communicate effectively with internal and external stakeholders.• Proficiency in office automation tools.
Qualification and Personal Profile	<ul style="list-style-type: none">• The minimum qualification required is a master's degree.• Minimum of 20 years' experience in customer facing roles, preferably in large organizations.• Experience in Career development services/Placements is essential. Candidates with prior experience in managerial roles in the higher education industry are preferred.
Compensation	The indicative annual CTC will be a minimum of Rs. 30 Lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 1st January 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.