



About IRMA:

The Institute of Rural Management Anand (IRMA) is a premier national Institute for Postgraduate, Doctoral and Mid-career/in-service education, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote sustainable, ecologically friendly and equitable socio-economic development of rural people through professional management.

IRMA has a sprawling sixty-acre campus. The campus houses the participants of its educational programmes, besides the employees and their families. The campus also has residential facilities created for executive training and development programme participants, in addition to the educational infrastructure, including classrooms, conference rooms, an auditorium, a multipurpose hall etc.

Job Title:

Chief Administrative Officer (CAO)

Job Summary:

The CAO oversees diverse administrative functions at the institute, including HR, estate management, security, PR, procurement, stores, and the Executive Training and Development Centre (ETDC). The CAO also manages legal matters, statutory compliance, administrative policies, facilities, and budgeting, ensuring efficient operation of the institute.

Reporting to:

The Director, IRMA

Key Responsibilities (Not exhaustive):

The incumbent oversees various administrative functions such as administration, HR, estate, security, communication (PR), purchase, stores, Executive Training and Development Centre (ETDC), dispensary, etc. The specific responsibilities include:

- Overall responsible for Legal matters, Statutory compliances in all the matters of the institute
- Be the Secretary of the Academic Council of IRMA and convenor/member of certain administrative committees as determined by the Director.
- Develop and implement administrative policies and procedures and implement relevant guidelines and orders from the Government of India and other regulatory authorities.
- Supervise and lead a team of various departmental staff to ensure effective and efficient management of facilities, human resources, finance of administrative functions, and other administrative functions and oversee budgeting of the concerned units.
- Responsible for overseeing the entire life cycle of works involving, but not limited to, institutional buildings, water, sanitary and sewer systems, electrical, HVAC, firefighting systems, roads, areas under development, etc.
- Be the custodian of all records of the Institute property including all the assets of the Institute.
- Assist the Director in the day-to-day functioning of the Institute.



Selection Criteria:

Qualifications:

The applicant should be a Postgraduate, preferably with a degree or diploma in Management. An additional qualification in law is desirable.

Experience:

A minimum of 15 years of post-qualification experience in a senior administrative capacity at Higher Education Institutions, Government departments, PSUs, or nationally/internationally recognized commercial organizations, with a preference for 8 to 10 years of experience in leadership positions.

Competencies:

The candidate should have proven excellence in organizing and leadership skills, communication and interpersonal abilities, high-performance orientation, and the ability to work towards continuous improvement. Knowledge of rules and procedures enforced by relevant regulators, including central government, is highly desirable.

Age:

The applicant's age should preferably be between 45 and 48 years.

Nature of Appointment:

The position would be purely for three years on a contractual basis. It may be extended based on the performance and feedback review and the needs of the institute.

Remuneration:

The selected candidate will be appointed on a consolidated monthly salary on CTC mode. Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's qualifications, experience and competencies.

To Apply:

Interested incumbents may please apply online by August 31, 2024 at <https://www.irma.ac.in/careers/careers.php>.

Please Note:

The IRMA Director reserves the right to relax the prescribed selection criteria in the advertisement in case a suitable applicant is found fruitful for the position.

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a large number of applications.

Only short-listed candidates will be called for the interview, and no correspondence/interim inquiries/telephonic inquiries will be entertained.

IRMA is committed to equal opportunities and inclusion of all social groups, including different minority groups, genders, castes/tribes, and differently-abled persons.

Mere fulfilling the minimum qualifications and experience prescribed will not make an applicant eligible to be called for an interview.