Project Manager, Office of Development and Alumni Affairs (ODAA), Indian Institute of Science (IISc), Bangalore

Desirable Qualification: Bachelor's degree in Engineering or Master's degree in Science or Management (MBA) or CA or ICWA. Excellent knowledge in use of computers, SAP software, and other project management environments.

Desirable Requirements: 1-2 years of work experience in similar role

Age limit: Preferably below 50 years

Salary: The base salary will be fixed between Rs. 50,000/- to Rs. 80,000/- per month (plus 24% House Rent Allowance as per the Govt. of India norms) depending on qualifications and experience, and suitability of the candidate.

Roles/Responsibilities: The Project Manager (PM) in the Office of Development and Alumni Affairs (ODAA) is expected to perform the following duties:
- Assist in managing the funded projects at ODAA.
- Develop and maintain systems to manage end to end implementation of the signed MoU's. Follow-up with different administrative units of the Institute and the concerned faculty members and closure on the action points
- Coordinate with concerned authorities/units to get the project started
- Coordinate with concerned authorities to generate periodic reports, utilisation certificates and communicate the same to contributors/donors.
- Use SAP (or other ERP solution) to track and monitor project execution
- Develop dashboard including project monitoring/management solution for monitoring implementation of MoU's and the current status of projects.
- Provide necessary information to audit as and when required.

The project manager should be good at multi-tasking and have to handle multiple assignments at the same time. Also, the role will demand managing ODAA personnel including administrative staff and any other duties as assigned by the Chair, ODAA from time to time.

The initial appointment will be for one year (with a four month probation period) and will be extended based on performance and mutual interest. The selection will be based on interview by a committee after shortlisting of received applications and the decision of selection committee will be final.

LAST DATE FOR APPLICATION: October 1, 2020 at 5:00 PM (Requires Google Drive or One Drive link for your detailed CV); Application: Google Form

The selection will be based on interview by a committee after shortlisting of received applications and the decision of selection committee is final and binding. The candidate has to appear for interview and the likely date of interview will be in the month of October of 2020 and likely start date is November 1, 2020. Merely having desirable/minimum qualifications may not entitle the candidate for shortlisting for interview.

Informal queries: cdc.odaa@iisc.ac.in

THIS POSITION IS PURELY CONTRACTUAL IN NATURE AND DOES NOT ENTITLE ANY OTHER BENEFITS OTHER THAN SALARY WITH HOUSE RENT ALLOWANCE PER MONTH.