



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) Mumbai
(An autonomous body under the Ministry of HRD, Govt. of India,
Vihar Lake Road, Powai, Mumbai 40087)
Website : www.nitie.edu or www.nitie.ac.in

Organizational Context

National Institute of Industrial Engineering (NITIE) was founded in 1963 as a collaborative effort between the Government of India and International Labour Organization. NITIE prepares students for a seamless induction into industry and academia by blending management principles and technical skills. NITIE has been providing solutions to the complex problems of industries. Currently NITIE has 9 Areas, Fellow programme, 5 Post graduate programmes (2 year) and a one year programme for Executives. Further details at www.nitie.edu or www.nitie.ac.in .

Dean (Academics) office coordinates and facilitates all the academic activities from admissions, course allocation & teaching, module ending examinations, results, and organizing Fellow courses & seminars, defense viva-voce presentations with external evaluators and convocation.

NITIE Invites Applications for the post of **Executive Officer-Dean (Academics) Office**.

Role & Responsibilities of the Executive Officer, Dean (Academics) Office

1. Report to Dean Academics
2. Facilitating and providing support to all course allocation & teaching related activities
3. Facilitating and providing support to all admission related activities
4. Facilitating and providing support to all examination and results related activities
5. Facilitating and providing support to Fellow related academic activities
6. Coordinate the activities with Academics office
7. Assisting Dean Academics
8. Effectively interact with various Offices of the Institute as per requirement and to get the assigned work done
9. Facilitate the formation and smooth running of the Dean Academics Office in line with the plan and update and report upon progress
10. Monitor and update the implementation of policies and other activities.
11. Prepare reports to key stakeholders (internal committees, joint institutional committees, AICTE report, and other accreditation body reports) on a regular/needs basis.
12. Ensure that proven management system and control processes are in place.
13. Develop and maintain networks and links with other academic institution, industry and relevant government authorities.
14. Updating faculty, student, course, admission and other academic related information on the website.

Required Qualifications

1. MBA or equivalent from a reputed Institute with good academic performance throughout.
2. Relevant work experience of 1-3 years in a reputed Institute or company will be preferred.

Desirable Skills

1. Proficient in MSOffice, and also other computer and software functionalities necessary for the above role.
2. Possess the ability to co-ordinate with Senior and Junior members of the team effectively & articulate in an appropriate manner.
3. Be target-oriented, confident, assertive and should have analytical approach.
4. Should be able to visualize and execute plans.
5. Should have high integrity and maturity to deliver on various fronts on specified timelines
6. Demonstration of a high level of initiative in coordinating projects
7. Organising events or activities
8. Excellent communication skills, both verbal and written, including the ability to communicate at all levels.
9. A sound understanding of the higher education and research environment.
10. Experience working in, or liaising with international organizations
11. Familiarity with systems in academic institutions would be an advantage

Salary

Rs. 55,000 -75,000 per month -consolidated (inclusive of HRA), based on experience.

GENERAL

The employment is purely temporary in nature. The appointment will be for a period of one year, which may be extended for two more years based on the performance and recommendations by the Dean Academics.

Eligible candidates will be called for interview as per recommendations of the Screening Committee. Fulfillment of minimum qualification is not a claim for interview call. The Institute reserves the right to reject any/all applications or fix the salary commensurate with the experience & qualifications without assigning any reason. No interim correspondence will be entertained.

Interested persons may send their CV with name, address, date of birth, qualification, experience with testimonials, certificates, etc. addressed to **Deputy Registrar (Administration) , NITIE, Vihar Lake Road, Powai, Mumbai – 400 087** (Tel. No. 022-28573371/ Fax No. 022-28573251 and or **Email to nitiedradmn@nitie.ac.in by 29th March 2019, 5 pm.**