



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) Mumbai
(An autonomous institute 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, 5 Post graduate programmes and a Fellow programme. Further details at www.nitie.edu or www.nitie.ac.in .

Dean SRIC office coordinates the executive education, training Programmes and consultancy services to many organizations. All faculty Research projects are also managed at the Dean SRIC office.

NITIE Invites Applications for the post of **Executive Officer-SRIC (Sponsored research and Industrial Consultancy) Office.**

Role & Responsibilities of the Executive Officer, SRIC Office

1. Report to Dean SRIC and and Professor in Charge (Executive Education), Professor in Charge (Research), Professor in Charge (International Relations) and Professor in Charge (Media Relations)
2. Facilitating and providing support to all executive education programs
3. Facilitating and providing support to all consultancy projects
4. Facilitating and providing support to all research related activities
5. Facilitating and providing support to International Relations
6. Coordinate the activities of Dean SRIC office
7. Assisting Dean SRIC
8. Assisting PIC Executive Education, PIC Research, PIC International Relations and PIC Media relations in all the related activities.
9. Effectively interact with various Offices of the Institute as per requirement to get the assigned work done.
10. Facilitate the formation and smooth running of the Dean SRIC Office in line with the plan and update and report upon progress.
11. Monitor and update the implementation budget.

12. Prepare reports to key stakeholders (internal committees, joint institutional committees and funding bodies) on a regular/needs basis.
13. Ensure that proven project management and control processes are in place.
14. Develop and maintain networks and links into industry, the investment community, and relevant government authorities.
15. Interact with a wide range of organizations, which fund research and consulting programs and identify new opportunities for funding of research.
16. Be responsible for the maintenance of the website.

Required Qualifications

1. MBA or equivalent from a reputed Institute with good academic performance throughout.
2. Having a 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. Prior exposure in the field of corporate relations, human relations, recruitment and/or marketing, especially in service industry or educational institution, is desired. Strong marketing skills is necessary.
5. Should be able to visualize and execute plans.
6. Should have high integrity and maturity to deliver on various fronts on specified timelines
7. Demonstration of a high level of initiative in coordinating projects
8. Organising events or activities – ensuring on-time and on-budget delivery
9. Demonstrated skills in advocacy, diplomacy and problem solving
10. Excellent communication skills, both verbal and written, including the ability to communicate at all levels.
11. A sound understanding of the higher education and research environment.
12. Experience working in, or liaising with international organizations
13. Familiarity with systems in academic institutions would be an advantage

Salary

Rs. 45,000 -50,000 per month -consolidated (inclusive of HRA)

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 SRIC.

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 **Registrar, NITIE, Vihar Lake Road, Mumbai – 400 087** (Tel. No. 022-28573371/ Fax No. 022-28573251 and or **Email to exec.sric@nitie.ac.in** by **16th October 2018, 5 pm.**