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Advertisement

Applications are invited for a temporary position of project staff at the Center for Creative Learning, IIT Gandhinagar.

Project Title	Center for Creative Learning
Name of Post	Senior Administrative Officer
No. of vacancies	1 position
Monthly Pay	Rs 1,25,000 to 1,90,000 depending on the candidate
Essential Qualifications	<p>The candidates should have degree(s) in MBA/MPP/MSW with a minimum experience of 15 years in the Corporate/NGO sector. He/she should have experience of heading / leading the organization(s) as a CEO / COO / Head of Department OR some related leadership / management positions for the past 5 years. He/she should also have experience in leading Operations, Communications, Budgeting, HR, Admin teams. Candidates with degrees from premier academic institutes will be given preference. The candidates who don't meet the above qualifications need not apply.</p>
Desirables	<p>He/she should have experience in following area:</p> <ul style="list-style-type: none">managing at least 60-member team(s) in a productive way.managing outreach programs and fundraising.experience in proposal/grant writing.crafting policy documents as response to requests for proposed Government (state/central) policies.working with senior govt. as well as senior corporate officials. <p>Candidates selected for the post would be responsible for managing and leading the research and admin team for various educational initiatives by the Center for Creative Learning. Strong communication skills, team work, proposal writing skills and experience with meeting Government functionaries are also desirable.</p>
Age Limit	Below 50 Years (As on last date of application)
Tenure	1 year (extendible)
Last date to apply	26th May 2024
Documentation	<p>Interested candidates are requested to send by email (subject: Project Staff: Senior Administrative Officer, Position Code CCLSA024-03) a PDF file containing the resume clearly mentioning all qualifications, experience, and contact details and one page SOP. Deadline for submission of the application is 26/05/2024 at 5 PM (IST). Selection will be based on interviews and shortlisted candidates will be intimated one week in advance. Interviews shall be done over the phone and Zoom.</p>
Contact	<p>Prof Manish Jain ccl@iitgn.ac.in Center for Creative Learning Indian Institute of Technology Gandhinagar, Gujarat 382355</p>