



Project Manager for a project with Department of Consumer Affairs, GOI Indian Institute of Management Kashipur

IIM Kashipur intends to immediately engage a **Project Manager for a project with Department of Consumer Affairs, GOI** on the following terms and conditions:

The roles and responsibilities of the Project Manager include Research, Coordination and Time-Bound High Quality Delivery for a period of one year (performance to be reviewed at the end of three months for continuation). This prestigious project includes 4 Terms of Reference laid down by the Department of Consumer Affairs, Government of India, related to important inputs for policy decisions, which require highest level of quality work from the research team. The Project Manager will be responsible for planning and leading the project through to its completion. The detailed responsibilities include delivering the project to the Department/ Ministry in time and with the highest quality, managing the whole research team, coordinating with the project experts, preparing the deliverables solely designated for him/her and ensuring the deadlines are followed by everyone in the team. He/she therefore, will have to continuously interact with all internal team members as well as external stakeholders including ministry, national and international experts and other partners, often managing several project tasks simultaneously. Additionally he/ she is expected to be able to capture key issues/ take-aways in books/ articles quickly, and produce excellent documents, demonstrating high levels of written and verbal communication skills, ability to multitask and attention to detail.

More details are provided below:

Research

1. To review, summarize and succinctly present books, literature, articles (including linked articles) etc for deliverables of the project and for the use of Project Leader/ Investigator as inputs for their work, as also consolidate material into high-quality documents when required for similar purposes.

2. Responsible for the deliverable on Consumer Protection Index (CPI).

- The person shall review the literature on consumer protection in India and across the other countries.
- Create the list of dimensions, sub dimensions and indicators for CPI
- Study the methodologies used to create other similar indices and prepare the possible methodology for CPI.
- Work on each issues/challenge that has been raised in the discussion paper on CPI and present a workable solution after interaction with project experts, outside experts and literature review
- Collection of data as decided in consultation with the expert on consumer and marketing issues
- Analysis of data and preparation of reports for delivering to the ministry.

3. Help the team in organizing workshops/roundtables during the engagement period.

Coordination

- Coordinating with the project experts, other research associates and resources for the flawless execution of project
- Ensuring that all project deliverables are delivered on-time, with the expected quality. Run the Project Management system and keep it updated.
- Keep a note of project scopes and objectives, interact with all members of the project team and ensuring support by engaging the right team member
- Expand the project plan to track daily progress
- Measure and update Project Leader (PL) and Project Investigator (PI) about the project performance using appropriate/ mutually decided systems and techniques
- Report and Escalate to the PL and PI any issue/lapses as needed
- Manage the interaction/communication with external stakeholders of the project, including the Government, National and International Experts, Consumer Organizations, Consumer Commission Judges, businesses, and whoever is considered important for the successful delivery of the project. Any particular RA may be asked by PM to take this responsibility.
- Create and Maintain comprehensive project documentation.

Requirements/ Selection Criteria

- Great Educational Background, preferably in the field of Marketing, HR or Social Sciences. Minimum qualification is a post graduate from a reputed institution.
- Proven work experience of at least 3 years as a project manager/administrator in the relevant area.
- Strong technical background, with understanding of hands of experience of conducting primary research, conducting analysis of data, preparing reports and comfortable working with software for preparing excellent reports like Excel, word and Powerpoint.
- Excellent external and internal stakeholder communication skills
- Excellent written and verbal communication skills
- Strong organizational skills including attention to detail and multi-tasking skills.

Remuneration: Project Manager will be given a stipend of Rs. 50000/- per month. An experience certificate from IIM Kashipur, will be issued at the end of successful engagement.

Duration: Appointments will be made purely on contract basis for a period of one year (performance to be reviewed at the end of three months for continuation).

Selection process: Shortlisted candidates will be called for interview in New Delhi.

Project Office is located in Noida. Only those candidates who can attend full time office may apply.

Those Interested, please apply online by mailing their CV to the following email id: caproject@iimkashipur.ac.in

Last date of application: 30th April 2018.