

Job Advertisement: International Accreditation, Quality, and Ranking Specialist

IIM Mumbai is looking for an International Accreditation, Quality, and Ranking Specialist. We are seeking a dedicated professional to lead our efforts in achieving and maintaining international recognition for the quality of our education and academic programs.

Position : Manager (Accreditation and Ranking)

Location : IIM Mumbai, Vihar Lake Rd, Powai, Mumbai 400087

Minimum Requirements :-

- (a) PG degree preferably MBA.
- (b) Familiarity with the accreditation standards of at least one major accrediting body.
- (c) Basic understanding of quality assurance principles in education.
- (d) Proficient in using standard office software (Microsoft Office, Google Workspace, etc.).
- (e) Exceptional communication and interpersonal skills to engage with stakeholders at all levels.
- (f) Strong organizational skills and attention to detail.

Essential Requirements :-

- (a) In-depth knowledge of global trends and best practices in higher education accreditation and ranking systems.
- (b) Ability to lead and coordinate the accreditation process, working collaboratively with faculty, administrators, and external evaluators.
- (c) Excellent project management skills, ensuring timely completion of accreditation-related tasks.
- (d) Analytical mindset with the ability to assess and enhance institutional performance metrics.

Desirable Requirements :-

- (a) Advanced degree in education, business, or a related field.
- (b) Extensive experience in international accreditation processes, preferably with EQUIS, AACSB, AMBA, or other relevant accrediting bodies.
- (c) Proven track record of successful accreditation applications and renewals.
- (d) Strong understanding of Assurance of Learning (AoL), quality assurance and improvement in higher education.

Job Description

- (a) Guide the institution through the accreditation process, ensuring compliance with international standards.
- (b) Collaborate with faculty and staff to develop and implement quality improvement initiatives.
- (c) Stay abreast of changes in accreditation criteria and communicate updates to the relevant stakeholders.

- (d) Prepare and submit accreditation documentation and reports in a timely manner.
- (e) Foster a culture of continuous improvement in all aspects of the institution.
- (f) Exceptional communication and interpersonal skills to engage with stakeholders at all levels.
- (g) Ability to lead and coordinate the accreditation process, working collaboratively with faculty, administrators, and external evaluators.

Compensation Package

(a) The consolidated salary range for this position is between ₹ 75,000.00 to ₹ 100,000.00 per month. Candidates with extensive experience, proven track record, and exposure in relevant fields may be offered compensation towards the higher end of this range.

How to Apply ?

Potential candidates are encouraged to send their resumes along with a description in any format showcasing their relevant qualifications and documentation confirming the specified requirements outlined above to aracademic@iimmumbai.ac.in by March 1, 2024. Shortlisted candidates will receive communication regarding the interview separately.

GENERAL CONDITIONS:

The selected candidate (s) will be engaged on contract basis initially for a period of 2 year, extendable up to further 5 years, subject to limit of 65 years, Mutual consent, satisfactory performance of the incumbent & need of the Institute.

General Conditions:

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
3. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same.
4. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the written test/ interview. The Institute reserves the right to restrict the number of candidates for written tests/interviews to a maximum of five or fewer.
5. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
6. No accommodation facilities will be provided by the Institute including HRA.
7. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
8. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.

9. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
10. The Institute shall not entertain any interim correspondence or personal inquiries.
11. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
12. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
13. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
14. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
15. The above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
16. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand canceled, and their services may be terminated.
17. All appointments shall be subject to the satisfactory completion of the probation period. Further, in case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
18. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
19. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
20. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
21. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.

For any technical assistance please contact on disc.website@iimmumbai.ac.in

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.