



Indian Institute of Management Kashipur
Kundeshwari, Kashipur 244713 (Uttarakhand)

Recruitment Notice

Advt. No. IIMKPV/Non-Teaching/2025/2

18.06.2025

Applications are invited for the post of **Assistant Manager (International Accreditation)** to lead our efforts in achieving and maintaining international recognition for the quality of our education and academic programs. Appointments will be made on a contract basis for a period of one year initially and renewable annually, subject to satisfactory performance, but generally limited to two years.

Qualifications & Experience

Essential Qualification:

- Master's degree (preferably MBA) with a minimum of 2 years of relevant work experience.
- Familiarity with the accreditation standards of at least one major accrediting body.
- Proficient in using standard office software (MS Office, Excel, Google Workspace, etc.).
- Exceptional communication and interpersonal skills to engage with stakeholders at all levels.

Desirable:

- Preference will be given to candidates having extensive experience in International Accreditation (i.e., AACSB, AMBA, EQUIS) processes for premier B-Schools (Preferably IIMs)
- Proven track record of successful accreditation applications and renewals.
- Strong understanding of Assurance of Learning (AoL), iSER, and improvement in higher education.
- Excellent project management skills, ensuring timely completion of accreditation related tasks.
- Analytical mindset with the ability to assess and enhance institutional performance metrics.
- Strong organizational skills and attention to detail.

Job Description:

- Guide the institution through the accreditation process, ensuring compliance with international standards.
- Lead and coordinate the accreditation process, working collaboratively with faculty, administrators, and external evaluators.
- Stay abreast of changes in accreditation criteria and communicate updates to the relevant stakeholders.
- Prepare and submit accreditation documentation and reports in a timely manner.
- Foster a culture of continuous improvement in all aspects of the institution.
- Ability to lead and coordinate the accreditation process, working collaboratively with faculty, administrators, and external evaluators.

Roles & Responsibilities:

- The selected candidate will assist the Chairperson AIR/ reporting officer in all activities related to the Accreditation like preparation of documents for accreditation, which will need working in close collaboration with various departments in the Institute.
- Managing various aspects of the process including keeping the Chairperson AIR/ reporting officer updated on the schedule and working with them in preparing submission data, as well as writing and editing submission documents.
- This position will be currently responsible for handling the AACSB accreditation process, and any new accreditation related to the Institute.
- The selected candidate must have a comprehensive understanding of AACSB accreditation standards, functions, and operational experience to support all functional areas involved with the accreditation process.
- Suggest strategies and initiatives in line with the Vision & Mission of IIM Kashipur.
- Should be able to consolidate the AOL data & evaluate the rubrics, and 'closing the loop' for the "Assurance of Learning" process to ensure the effectiveness of academic programs and progress in resolving identified problems and moving towards defined objectives of AACSB.
- Assist in accreditations visits of any agencies.
- Work closely with the Chairperson AIR/ reporting officer for process improvements.
- Any other functions or additional duties that may be assigned by the Chairperson AIR/ reporting officer/ competent authority from time to time may warrant.

Pay:

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

Selection Process:

- Shortlisted candidates will be interviewed in person or online.
- Mere fulfilment of the above-mentioned qualifications and experience does not entitle a candidate to be called for interview.

How to Apply:

- Apply online on the following link - <https://non-teaching.iimkashipur.co.in/2025-2/>
- Last Date of Application: 08.07.2025

General Instructions

Before applying for the post, candidates should ensure that she / he fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.

*The applications are invited through **online mode only**. Candidates can fill online application form by visiting our website <https://iimkashipur.ac.in/careers>*

-

Last date for submission of online application: 08.07.2025 (11:59 PM)

*sd/
Chief Administrative Officer*
