



**INDIAN INSTITUTE OF FOREST MANAGEMENT**  
(An Autonomous Institute under the Ministry of Environment, Forest & Climate Change)  
**Post Box No. 357, Nehru Nagar,**  
**Bhopal-462003 (M.P.) India**  
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**Contractual Appointment as “Career Development Officer”**  
**No. IIFM/PERS/A-69 (13)/2024**

Applications are invited from eligible candidates for contractual engagement as Career Development Officer as per the details given below:

<b>Post/Job Title</b>	<b>Career Development Officer</b>
<b>No. of position</b>	<b>01</b>
<b>Job Purpose</b>	The incumbent will plan development activities for the Career Development Cell of the institute. S/he is expected to manage placement activities, Summer Internship and Project works. S/he needs to build and strengthen relationships with potential recruiters and has responsibility for achieving measurable targets in placements.
<b>Job Type and Tenure</b>	Contractual – Non-Teaching. The position is on contract basis initially for a period of two years and extendable on yearly basis for three more years based on performance.
<b>Reporting to</b>	Chairperson, Career Development Cell
<b>Will closely work with</b>	Internal: Program Offices, Students, Faculty and Staff External: Corporates, Industries, Institutions, Multilateral organizations
<b>Principal Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• The incumbent must manage and monitor the career development services related to the P G Programmes and drive registration of new recruiters.</li><li>• The job holder is expected to manage the activity independently.</li><li>• Is expected to be involved intensely in the development of the pool of recruiters located in India and outside India and ensure maximum possible job opportunities to the students.</li><li>• Will be managing administrative activities related to the CDC Office.</li><li>• Conduct career coaching sessions spread over the year. Plan the development activities on a yearly, quarterly, and monthly basis and review the implementation of the same.</li><li>• Engage current and prospective recruiters in their participation in campus interviews.</li><li>• Interact with the PGP students and student body representatives to understand their career preferences and mobilize appropriate career opportunities.</li><li>• Align with internal processes such as strong process compliances, Digitization, MIS management, prompt stakeholder management, initiatives to enhance the IIFM Bhopal brand, and contributing to placement of students for multiple programs on an ongoing basis.</li><li>• Willingness to travel, both domestically and overseas.</li><li>• Ability to prioritize work opportunities and effectively manage the same with limited supervision.</li><li>• Other job roles/activities assigned by the Chairperson, CDC/Director, IIFM.</li></ul>

<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – verbal and written.</li> <li>• Strong analytical, planning and forecasting skills with attention to detail.</li> <li>• Understanding of graduate student career development challenges and employment trends.</li> <li>• Comprehensive knowledge of local, national, and international job markets.</li> <li>• Proven leadership and management experience in career-focused initiatives.</li> <li>• Excellent interpersonal skills with a solution-oriented mindset.</li> <li>• Self-motivated and ability to work independently</li> <li>• with good time management skills.</li> <li>• Strong customer orientation and networking skills.</li> <li>• Ability to collaborate and communicate effectively with internal and external stakeholders.</li> <li>• Proficiency in office automation tools.</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• The minimum qualification required is a master’s degree.</li> <li>• Minimum of 15 years’ experience in customer / client facing roles, preferably in large organizations.</li> <li>• Experience in Career development services/Placements is essential. Candidates with priorexperience in managerial roles in the higher education institutions / industry are preferred.</li> </ul>
<b>Compensation</b>	The indicative annual CTC will be in the range of 18 lakhs to 24 lakhs. The compensation will be decided based on candidate’s experience.

Mode of Application: Candidates fulfilling the above requirements may visit our website <https://iifm.ac.in/vacancies/> and submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/149> uploading self-attested scanned copy of the certificates/testimonials and a brief write-up on work and experience (highlighting the nature of experience, required in ‘Qualification Column’ above). The online application will be available upto 14.04.2024. Only shortlisted candidates will be called for the interview.

Please note that this is a contractual position and has nothing to do with the permanent establishment of IIFM, Bhopal. Based on these positions, any claim for regular appointment in IIFM will not be entertained.

**Chief Administrative Officer**