

01.

Job title/Position:	Manager –Development and Assurance
Faculty:	Management Studies & Commerce (FMSC)

Job Purpose
This position is to take control of the Faculty Development Process and Quality Assurance of the Faculty of Management Studies and Commerce (FMSC). The person will be responsible for managing all aspects of the process including keeping busy academics on schedule and working with them in preparing specific data, as well as writing and editing submission documents. The timeline is tight and the post holder is expected to deliver results quickly. The post holder must be able to work under their own direction, calling on support when necessary, but taking the initiative and leading the process to a successful conclusion.

Special conditions
Fixed term contract – Initially one year which is renewable

Qualifications
Postgraduate in Management; with special preference to Project Management

Experience/Knowledge
Three years of experience in Project Management. Demonstrable ability to produce attractive, effective and appropriate descriptions of FMSC activities Knowledge of an accreditation process for an education establishment would be an advantage Significant knowledge of the business Management education sector, including pressures on time of academics Experience of working successfully to deadlines under pressure Experience of successful team working Knowledge of systems and processes used in customer service of office environment
Skills
Ability rapidly to assimilate Information and take control of a project, working to a very tight deadline Fluent, concise and accurate report writing Highly developed communication, Interpersonal and influencing skills – to work effectively with a wide range of colleagues, especially senior-level colleagues Excellent organizational and prioritizing skills Ability to multi-task Excellent IT skills including word processing and use of databases Great attention to detail
Salary
Rs. 100,000/- p.m.

02.

Job title/Position:	Executive - Development and Assurance
Faculty:	Management Studies & Commerce (FMSC)

Job Purpose
This post holder will assist the Faculty Development Process and Quality Assurance. The person will be serving the FMSC assisting the manager in all aspects of the process handling academic and related records and working with academics in collecting and recording specific data, as well as facilitating the writing the submission documents.

Special conditions
Fixed term contract – Initially one year which is renewable

Qualifications
Degree in Management; with special preference to Project, Evaluation & Education Management

Experience/Knowledge
One year's experience in Project Management is preferred
Skills
Ability rapidly to assimilate Information and take control of a project, working to a very tight deadline Fluent, concise and accurate report writing Highly developed communication, Interpersonal and influencing skills – to work effectively with a wide range of colleagues, especially senior-level colleagues Excellent organizational and prioritizing skills Ability to multi-task Excellent IT skills including word processing and use of databases Great attention to detail
Salary
Rs. 50,000/- p.m.