



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kozhikode-673 570

Recruitment of Chief Human Resource Officer (On Contract)

Notification No. C-17/2020-IIMK.HR

Applications are invited for the position of **Chief Human Resource Officer** for a period of three years on contract basis at Indian Institute of Management, Kozhikode, which is an Institution of National Importance under Indian Institutes of Management Act, 2017.

Qualification	<ul style="list-style-type: none"> • Essential: PG in Personnel Management or MBA with OB/HR as an elective/specialisation; <i>Proficiency in MS Office especially – MS word & excel; excellent communications skills in English & Hindi.</i> • Desirable: Degree in Law; Exposure to ERP/SAP Systems.
Experience	<ul style="list-style-type: none"> • Essential: Minimum fifteen (15) years of experience in people management areas in academic institution of repute or university with minimum service of 5 years in Pay level 12 (Rs 78,800 – Rs 2,09,200) or 10 years in Pay level 11 (Rs 67,700- Rs 2,08,700) or equivalent service and pay. • Desirable: Exposure to labour laws, SC/ST guidelines, HR policy formulation/administration, wage/salary administration in a reputed Central Government Educational Institution.
Job Profile	• Please refer to detailed <u>Job Description</u> attached before applying.
Place of posting	IIMK Campus, Kunnamangalam, Kozhikode, 673570.
Age Limit	50 years
Remuneration- On Contract	All-inclusive fixed monthly remuneration of Rs 1,25,000/- plus mobile allowance of Rs.500 pm.
Date and Time for Interview	May be conducted through video conference. Date would be intimated later.

General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 3:00 pm of 30.11.2020.
2. Candidates are requested to upload their photograph, Certificates and Signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial probation period of six months.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
6. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
7. Decision of the Director, IIMK regarding the selection shall be final.



04.11.2020

Julius George
 ले. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
 Lt. Col. M. Julius George (Retd.)
 Lt. Col. M. Julius George (Retd.)
 Chief Administrative Officer
 भारतीय प्रबंध संस्थान कोषिकोड
 Indian Institute of Management Kozhikode
 आई.आई.एम.के. कैम्पस पी.ओ., कोषिकोड - 673570
 IIMK Campus P.O., Kozhikode - 673570

JOB DESCRIPTION

Chief Human Resource Officer
HR Office

Job Description –

Part A: Job Specification

Job Purpose • To maintain a focal point to coordinate, consolidate and to extend HR services to teaching & non-teaching staff at IIMK.

Reporting and Relationships • Reports to CAO
• Reportees: AAO-Staff, AAO-Faculty, Assistants and Attendant

Job Context & Major Challenge(s) • IIMK has about 100 faculty and as much staff to support academic functions to cater to various courses and programmes run at the Institute. Staff consists of administrative staff as well as technical staff to support constant upkeep and maintenance of Institute infrastructure. There are also about 160 Contract Staff hired by IIMK into various temporary jobs for varying term cycles on renewable basis.
• Main activities, especially for staff services, are in hiring, onboarding, establishment services, wage/salary administration, performance appraisal, promotions medical welfare, separation and pension services and related reports/returns including RTIs.
• For faculty, services are limited to joining formalities, establishment services and attendant reports/returns besides support to Dean-AAD in related matters.

Financial Dimension • Nil

Generic Accountabilities – All Employees

Safety Health & Environment • Ensure all activities are undertaken in compliance with Institute's Safety, Health and Environment and Quality policies, regulations and standards of Institute.

Confidentiality • Confidentiality of any document and working procedures and protocols are never to be divulged to a third party without explicit approval of Competent authority. This accountability is a condition of employment/services for all staff/faculty, irrespective of their nature of employment contract.

IIMK-Diary • Ensure that IIMK-Dairy is maintained for day-to-day job/activity controls and reviews per

Key Job Accountabilities

1. Maintain accuracy of the organogram of the institute as well as various departments/offices in accordance with organisation

Key Job Accountabilities

changes/developments, sanctioned posts, jobs and approved vacancies.

2. Initiate and coordinate all hiring actions to various jobs as per approved job descriptions for staff category, regular as well as contract, from identification of vacancies, notifications, screening of applications, conduct of selection processes, due verifications, close out of hiring action by timely onboarding, orientation and placement.
3. Implement, support Go-live project and maintain post production ERP / SAP System accurately as per SOP/guidelines provided.
4. Initiate and support development of various workflow applications to extend HR services through SAP/ERP system in association with application developers.
5. Ensure periodical performance assessments of all staff through timely coordination with all departments/controlling offices.
6. Initiate and conduct periodical departmental promotion/probation committees and securing approvals for the same.
7. Ensure prompt release of reports/returns/replies to ministry of HRD, Govt of India as well as other governmental bodies.
8. Providing replies to RTI queries related to hr matters with approvals.
9. Coordinate establishment services, for all faculty/staff/contract staff employees for timely maintenance and upkeep of personnel records.
10. Control and coordination of claims related to various benefits and/or services from faculty/staff.
11. Initiate/assist in formulation of policies governing staff employment terms/conditions.
12. Maintain, timely update/upkeep of service records for faculty/staff for regulating pay, allowances and other related benefits and administration of service conditions.
13. Initiate preparation of agenda on hr matters relating to staff category.
14. Support conduct of various event management activities in the institute like convocation etc.
15. Coordinate vigilance related matters relating to staff category of employees.
16. Initiate prompt actions for early redressal of grievances.

Key Job Accountabilities

17. Ensure compliance to SC/ST/OBC/EWC reservation guidelines applicable for employee service matters , recruitment , promotion and grievance redressal.
18. Ensure compliance to reservation guidelines related to physically handicapped, weaker sections and women employees as per government guidelines.
19. Ensure implementation of govt. guidelines related to pay/service matters, pay commission recommendations, applicable to CFTIs.
- 20.** Maintain/update of HR policy handbook for periodical changes/ revisions.
- 21.** Any other related matter as advised by management.

Part B: Person Specification – Minimum Requirements

Qualifications (minimum levels of qualifications, with gradation as provided by Institutes/Universities eg I Class or 60% marks; or specialisation subjects etc or all)

- **Essential:** PG in Personnel Management or MBA with OB/HR as an elective/specialisation
- **Desirable:**, degree in Law

Knowledge and/or Experience (Academic certifications if any, substitutable with equivalent years of experience that can provide equivalent knowledge; experience areas/activities need to be clearly mentioned)

- **Essential:** Fifteen (15) years of experience in people management areas in academic institution of repute or university with minimum service of 5 years in Pay level 12 (Rs 78,800 – Rs 2,09,200) or 10 years in Pay level 11 (Rs 67,700- Rs 2,08,700) or equivalent service and pay.
- **Desirable** : Exposure to labour laws, SC/ST guidelines, HR policy formulation/administration, wage/salary administration in a reputed central government educational institution.

Technical/ Business Skills (Please describe levels of exposure / measurable levels of skills and/or expertise that directly impacts performance)

- **Essential:** Proficiency in MS-Excel and Powerpoint. Excellent communication/drafting skills in English.
- **Desirable** : Exposure to ERP/SAP Systems.