



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

Recruitment of Principal Career Counsellor (On Contract)

Notification No. C-15/2020-IIMK.HR

Applications are invited for the position of **Principal Career Counsellor** 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">Graduate in any discipline with certification in career counselling from a reputed institution.Proficiency in MS Office especially – MS word & excel; excellent communications skills in English & Hindi.
Experience	<ul style="list-style-type: none">Minimum Ten (10) years' experience in people learning & development, competency profiling initiatives in an industry or career/placement counsellor experience in an academic institution of repute with minimum 5 years in Pay level 10 (Rs 56100-Rs 177500) or equivalent service and pay.
Desirable	<ul style="list-style-type: none">Master's degree in Social work with counselling or people management specialisationExposure to MBTI or similar psychometric tools/techniques.
Job Profile	Please refer to detailed Job Description attached before applying.
Place of posting	IIMK Campus, Kunnamangalam, Kozhikode, 673570.
Age Limit	50 years
Remuneration	All-inclusive fixed monthly remuneration of Rs.1,00,000/- plus Rs.500/- as mobile allowance.
Date and Time for Interview	May be conducted through video conference. Date would be intimated later.

General information and conditions:

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

04.11.2020




Lt. Col. M. Julius George (Retd.)
Chief Administrative Officer
मुख्य प्रशासनिक अधिकारी
Chief Administrative Officer
भारतीय प्रबंध संस्थान कोषिकोड
Indian Institute of Management Kozhikode
आई.आई.एम.के. कैंपस पी.ओ., कोषिकोड - 673570.
IIMK Campus P.O., Kozhikode - 673570

JOB DESCRIPTION

Principal Career Counsellor

Office : Academic Administration

Job Description

Part A: Job Specification

Job Purpose To maintain a focal point for providing career counselling services advising and connecting students to opportunities during their campus life.

Reporting and Relationships

- Reports to Dean –AAD.
- Peer offices: coordination with Placement and Corporate relations offices.

Job Context & Major Challenge(s)

- Institute has 600+ regular pass outs from full time PGP Courses who requires career counselling to help them choose appropriate placement opportunities matching their aptitude, job preferences and academic credentials in support of the same.
- More than 200 reputed firms/MNCs/leading corporates participate every year for summer internships and later selections/placements; requirements vary widely on competencies, skills, proficiencies aligned to their respective complex work/job environment.
- Students are from diverse academic streams; needing assistance to help them align their aspirations, capabilities with requirements of corporates, decide within a short time during placement week.
- Challenge is to facilitate each student to have a firm career start commensurating their aptitude and capabilities ; remains aligned to the job requirements for fostering a successful career path ahead; intellectually and socially enriching.

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 periodically

Key Job Accountabilities

1. Guide students in determining their likes, dislikes, interests and abilities using a wide range of methods, such as aptitude assessments, interviews and planning materials
2. Hold periodical structured counselling sessions with each student to address student's career aspirations, concerns, uncertainties, potential shortcomings in their skill sets/experience levels and remedial measures.
3. Guidance to students for increasing awareness on industry domain, working environment, compensation trends.
4. Facilitate psychometric sessions, aptitude, personality tests for students through external experts/agencies as required for personality profiling.
5. Documentation of career options available sectorwise in coordination with representatives of corporates/agencies participating in IIMK placement sessions.
6. Maintain effective network/coordination with alumnus for prospective placement requirements; domain wise.
7. Hold counselling sessions with students to share sectorwise career options available before each placement season.
8. Walk students through in development of their CVs/Profiles aligned to IIMK brand and reflecting previous experience if any, for sharing with corporates.
9. Facilitate virtual meet-ups with industry chiefs/ reps for online interactions through skype/zoom/webinars/virtual career fairs etc.
10. Develop a comprehensive profile match between candidate's profile, aspirations and career demands from sectors/industry leaders.
11. Arrange to conduct mock interviews (tailored to respective sectoral styles) as per students' sectoral preferences and provide feedback.
12. Issue advisory guidelines to students for effective participation in group discussions, interview etiquettes, dress codes, presentation and inter-personal skills including negotiating skills on salary, terms etc.

Part B: Person Specification – Minimum Requirements

Qualifications

- **Essential:** Graduate in any discipline with certification in career counselling from a reputed Institution.
- **Desirable:** Masters degree with social work counselling or people management specialisation.

Knowledge and/or Experience

- **Essential:** Ten (10) years of experience in people learning and development, competency profiling initiatives in an industry or career/placement counsellor in an academic institution of repute with minimum 5 years in Pay level 10 (Rs 56100 – Rs 177500) or equivalent service and pay.
- **Desirable :** Exposure to psychometric analytics for career counselling/placement activities.

Technical/ Business Skills

- **Essential:** Proficiency in MS-Office, Internet. Excellent communication skills in English and Hindi.
- **Desirable :** Exposure MBTI or similar tools/techniques.