



Indian Institute of Management Lucknow-Noida campus
B-1, Institutional Area, Sector-62, Noida-201307, Uttar Pradesh, India

JOB ADVERTISEMENT

January 16, 2024

Post: Research Associate – for forthcoming conference of Emerging Markets Conference Board (EMCB)

Type: On-contract/Contractual

Duration: 06 month(s), further extendable depending upon the need and requirement of the Centre

Location: Noida

Remuneration: Between Rs. 35,000 to 50,000/- (per month all inclusive); depending upon candidate's profile and relevant work experience

Eligibility Criteria:

- a. Post-graduate in Management/MBA/Social Sciences/Communication etc., from a recognized university
- b. Minimum 01 years of work experience in relevant domain/function
- c. Well-versed in spoken and written English, and should be able to communicate effectively with internal and external stakeholders
- d. Working knowledge of computer, internet, MS-Office
- e. Age Limit: Not exceeding 40 Years

Desirable

- a. Relevant work-experience in providing assistance at reputed Institute/organization
- b. Experience in supporting research and publication related activities
- c. Experience in managing programs/conference through software such as Zoom, Google Meet, etc.

Job description

- a. Reporting to Chairperson - CMEE
- b. Continuously updating entire website content (For the sake of clarity, the vendor's team shall be responsible for actual uploading of content)
- c. Developing & keeping brochures / fliers up-to-date
- d. Developing & maintaining contacts & marketing database
- e. Communicating with various stakeholders on the developments and activities
- f. Writing proposals for prospective workshop & event sponsors with guidance
- g. Maintaining & updating database
- h. Coordinating with journals sponsoring event
- i. Coordination and active participation in content developing / content gathering / editing / printing of various publication initiatives of the centre related to conference
- j. Management of meetings
- k. Being one of the important team members for the development of the internal knowledge of the centre
- l. Inter-departmental communication, to provide administrative assistance
- m. Any other responsibility as assigned by CMEE Chair/Institute

Mode of application:

Interested individual(s), who wish to apply for the post, may submit their application form through the Google Form link <https://forms.gle/i9yKB1RPRVvAWFsz6> with a subject line: **Application for the post of Research Associate- for forthcoming conference of EMCB**

Only shortlisted profiles will be intimated for appearing for the personal interview, to be conducted in an on-line/offline mode. No TA/DA shall be paid for appearing in the interview

Last date to apply: January 30, 2024 (05.00 pm)