

JD- Programme Manager- PGPDM

Position/Title	Programme Manager	Department	PGPDM
Location	SPJIMR Campus, Mumbai	Nature	Regular/Full time
Reporting to	Programme Chairperson- PGPDM		
Job Duties	<p>PGPDM is a 12-month modular programme for professionals working in or intending to work for the social sector, including NGOs, foundations, CSR functions of corporate organisations, social policy or welfare departments of governments, and social enterprises. Its mission is to “enhance the efficiency and effectiveness of development sector organisations by building the capacity of development professionals and helping them create a more inclusive and sustainable society.”</p> <p>The Programme Manager will be responsible for:</p> <ol style="list-style-type: none"> 1. Admissions 2. Academic Programme management 3. Inter-departmental and external coordination 4. Supporting the PGPDM Programme chairperson and Programme office in all tasks involved in the successful implementation and scaling up of PGPDM and other short-term Programmes, including but not limited to: <p>Admissions</p> <ul style="list-style-type: none"> • Plan, design and co-ordinate the admissions campaign and onboard all admitted candidates • Build relationships with industry bodies, CSR wings of corporate organisations, NGOs, foundations and others for obtaining nominations and sponsorships for admissions • Assist the Programme office in the preparation of material for internal and external circulation, including but not limited to social media, websites, brochures, flyers, and all internal and media communications • Collaborate with the central communication and marketing department and external media for Programme promotion • Contribute to the promotion and visibility of PGPDM and other short-term Programmes through virtual or physical participation in various industry and social sector-related events <p>Academic Programme Management</p> <ul style="list-style-type: none"> • Manage all operations from admissions to convocation • Prepare the Programme calendar in consultation with the Programme team • Update, distribute and ensure compliance with Participants’ Guidelines to and from all the participants with the help of the Programme team • Guide and help batch co-ordinators in preparing a session plan for each contact and blocking the faculty calendar 		

- Handle queries and provide clarifications to participants, faculty, and staff
- Ensure timely evaluation of quizzes, tests, assignments, application exercises, projects, and compile marks and grades
- Monitor compliance with academic standards and report instances of students' behaviour that violate the standards
- Ensure timely payment of fees by the enrolled participants and or their sponsoring organisations
- Prepare Programme budget in collaboration with finance and Programme team
- Plan, procure, and ensure distribution of all the supplies, stationery, and kit for all the participants
- Ensure planning and execution of all the goods and services (including marketing and admissions-related) procurement contracts
- Ensure compliance with and prepare various accreditation (AACSB, AMBA, and others) related communication and documentation requirements
- Manage alumni relations, activate alumni networks and chapters, and design Programmes and activities for the mutual benefit of alumni and the Programme
- Plan and organise various events such as Inauguration, Mentors' Meet, Alumni Meet, Farewell, Field visits, and Social sector-related events

Inter-departmental and External Coordination

- Co-ordinate with the administration and infrastructure department to fulfil all the admin and infrastructure requirements of the Programme, including hostel
- Ensure collection of course outlines from the faculty members in the prescribed format
- Co-ordinate with visiting and guest faculty for scheduling their sessions and ensuring timely payments
- Co-ordinate with faculty and the library for procurement and distribution of books, case studies, and other reading material
- Co-ordinate with the examination cell and in-charge to schedule examinations and compile marks and grades
- Prepare for and co-ordinate with the institute's convocation team for the convocation of various batches
- Co-ordinate with all academic departments, the alumni and development office, and other Programme offices within and outside the institute for the successful conduct of the Programme

	<p>Support the PGPDM Programme Chairperson and Programme Office</p> <ul style="list-style-type: none"> • Co-ordinate with the Programme team and batch co-ordinators for achieving the overall objective of the Programme office • Perform any other work assigned by the Programme chairperson <p>Important Note:</p> <p>PGPDM Programme is a modular or part-time Programme for working professionals with lectures scheduled in the evenings on weekdays and during weekends over six contact periods of about two weeks each. The PGPDM Programme Manager requires occasional flexibility to attend the sessions or support the students, faculty and Programme based on specific needs. The ability to adjust to varying schedules, including evenings and weekends, is essential. We seek a versatile and adaptable individual to support the PGPDM Programme effectively.</p>
Experience:	Ten years of relevant experience in the social, corporate AND/OR academic sector
Skillset	<ul style="list-style-type: none"> • Knowledge or experience of the development/social sector • Fluency in written and oral communication • Good command over MS Excel, MS Word, and PowerPoint • Good Programme management, people/team management, external stakeholders' relationship and multi-functional coordination
Education:	Post Graduate in Social Work, Development Management/Studies, MBA, or other development/social sector-related disciplines from premier institutions

