



Centre for Management Development

An Autonomous Institution under the Government of Kerala

Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/009/2022

August 12, 2022

Recruitment Notification

The Centre for Management Development (CMD), an autonomous institution under the Government of Kerala invites application from qualified and competent candidates for the post of “Consultant - Projects & Executive Assistant” to the Director & Member Secretary on contract basis. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to hr@kcmd.in (applicants should clearly mention the post and post code applied for in the email matter). The details are given below. The last date for receiving email application along with CV is **August 31, 2022 (05.00 P.M.)**.

DETAILS OF POST

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below:

Sl. No.	Post	Monthly Package	Qualification	Experience (as on 01-07-2022)	Upper Age Limit (as on 01-09-2022)
1.	Consultant – Projects & Executive Assistant to the Director & Member Secretary (Post Code: C/09/22) (No. of vacancy: 01)	Rs.50,000/ to Rs. 60,000/-	Bachelors in Engineering/Business Administration/Economics with Masters in Management/Engineering/ Development from a reputed Institution	Minimum 5 years of experience in Projects and Executive offices. Preference shall be given to Candidates with experience in Projects/Operations/Business Development/Analysis/Research. Expertise in Microsoft 365	35

Duties & Responsibilities of the Position and Desired Skill Sets:

Duties & Responsibilities	To include, but not limited to assisting the Director & Member Secretary in day to day operational activities, managing multiple tasks as assigned by the Director, review of projects documents, conducting meetings, funding initiatives, scheduling of meetings, preparations of agendas, drafting official letters and minutes of meetings, preparation of concept notes, proposals for projects/studies/new initiatives, preparation of reports, documents and power point presentations, organizing travel arrangements, screening phone calls and enquiries and handling appropriately, undertaking ad-hoc research work as per directions, co-ordinating within departments, government departments, client organisations etc.
Desired Skill Set	Self-starter, smart with excellent writing and communication skills both written and verbal, organizing skills, interpersonal skills, adaptable and able to cope with work pressure, willing to travel and sit for extended hours for managing demands of volume of work, at times.

General Instructions

- The appointment will be on **Contract Basis for a period of one to three years**, extended based on performance.
- Applicants should clearly mention the POST applied for in the mail subject and mail matter.
- CMD is not responsible for any discrepancy in submitting the application and CV through email.
- Incomplete/incorrect email application and applications without detailed CV will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the on-line application form do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- CMD reserves the right to fill or not fill the post advertised, and age relaxation can be considered to the right candidate.

Sd/-
Administrative Officer