

**JAMNALAL BAJAJ INSTITUTE OF MANAGEMENT STUDIES (AUTONOMOUS)
UNIVERSITY OF MUMBAI
164, BACKBAY RECLAMATION, H T PAREKH ROAD, CHURCHGATE MUMBAI 400020**

ADVERTISEMENT

Training and Placement Officer (TPO) (Ad hoc)

Preamble: Jamnalal Bajaj Institute of Management Studies has been offering 2 years full time program MMS and M.Sc.. Besides, Institute has proposed two new full time courses.

The TPO will perform task such as career counseling, career guidance, training and development, and placement activity. The TPO will contact companies for summer and executive placements. Summer placements are for 8 weeks after the first year of the course (April-May). The executive placement is the job after the completion of course (After April).

To perform this multifaceted task a responsible person who can be at the helm of all these affairs is to be appointed as **Training and Placement Officer**. Digital medium (Placement Software) for the operations of Placement process is available in the institute, TPO will have to use it to enhance the transparency and fairness.

Qualification: Any Post Graduate (Management, Engineering preferred)

Work Experience: At least three year experience in the field of placement, talent hunt, talent acquisition at managerial level, with good connect in companies.

Role and responsibility: As in any Management Institute the students are required to go for Summer placement and the final placements, the TPO is expected to perform the activities effectively. The responsibility include – selecting, guiding and coordinating for placement activity along with the student volunteer teams such as Contacting companies, inviting them for guest lectures, interactions with students, engagement with corporates, convincing for hiring and related activities for placements of the students.

Transparency, fairness and better opportunities for students are the motto for the placement activity.

Tenure of the post: The tenure of the post is for 3 years, with review after every six months. To terminate the appointment from any side, a notice of one month is required.

Review of the performance: The performance will be measured every six month based on the number of company converted, new profiles obtained, better opportunities for students, percentage of students placed, rise in the average salary, median salary etc. to name a few.

Termination: To terminate the engagement from any side, a notice of one month is required. The TPO will have to give undertaking stating the assurance of not utilizing the contacts of companies in JBIMS in future and keep the information confidential - need to be signed.

Interested candidates should apply with detailed CV mentioning two references with contact details on or before 25th April 2019 to reach the Director, Jamnalal Bajaj Institute of Management Studies, 164, Backbay Reclamation, H T Parekh Road, Churchgate 400020.