



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD
Requires

Assistant Manager – ePGD-ABA

Indian Institute of Management Ahmedabad requires an Assistant Manager – Academics for the ePost Graduate Diploma in Advanced Business Analytics (ePGD-ABA) Programme.

Required Technical Skills:

- A clear understanding of Business Analytics, Data Science, Visualization, Big Data etc.
- Knowledge of different analytical tools such as R Programming, Python, STATA etc.
- Knowledge of data visualization platforms like Tableau, Power BI etc.
- Strong foundation on Statistics and Mathematics/OR Econometrics etc.
- Familiarity with databases and query languages.
- An analytical mind-set who enjoys helping participants solving problems and turning data into useful actionable information.
- In-depth knowledge of online learning platforms and instructional design.
- Strong analytical and project management skills.

Key Responsibilities include:

- Managing course delivery and operations for online programmes, including curriculum management, assessment practices, and student support.
- Managing online session studios to ensure seamless programme delivery.
- Proficient in schedule management and timetabling, including the development and maintenance of all relevant course and programme calendars.
- Experience with LMS functionalities and features, as well as managing Moodle and other open-source learning platforms.
- Ability to implement and maintain programme initiatives that align with institutional objectives and uphold organizational standards of quality and performance.
- Familiarity with administrative procedures and experience in handling all programme-related activities.
- Proven track record of overseeing multiple tasks, ensuring programme goals are achieved, and successful programme development and implementation.
- Excellent communication and interpersonal skills for effective interaction with faculty, students, and other stakeholders.

Qualification and Work Experience :

- The candidate should have a Master's Degree in Engineering/Statistics/ Computer Science/Data Science/Information Technology/Operations Research/ Econometrics with first class from any recognized university.
- Proficiency in statistical tools and experience with data analysis and reporting tools.
- Should have good command over English communication.
- At least 7 years of experience in academic and programme management roles at premier institutes.

Reporting : Chairperson, ePGD-ABA

Age: Maximum 40 years as on last date of Application. Institute provides age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Salary & Allowances: Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. The selected candidate will be placed in Pay Level 06 under the pay matrix of 7th Central Pay Commission and the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **October 29, 2025**.

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