

About the University:

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |
15 Programmes | 180 International Collaborations | 1500 Publications**

Job Title:

JILDEE Business Development (Government Vertical) – Manager

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

To be responsible for organizing and monitoring Management Development Programmes (MDPs)/Executive Education for JGU

Job Tasks and Responsibilities:

- To identify contacts with Government Offices in various States as well as Central Government and seek appointments for pitching the idea of Management Development Programme (MDP) /Executive Trainings;
- To identify training gaps in government bodies/agencies and close work orders;
- To prepare government proposals (in terms of course outline, course fees and budget) for conducting MDPs;
- To monitor end-to-end logistics of a management development programme;
- To ensure goals are met in areas including customer satisfaction, quality of programme and team member performance;
- To monitor the budget and operating plan for MDP;
- To develop an evaluation method to assess program strengths and identify & monitor areas and action plan for improvement;
- To develop new MDPs to support the strategic direction of JILDEE;

Other Skills:

- Updated with recent changes in Government initiatives and hierarchy
- Organizational skills and attention to details
- Good Communication and interpersonal skills
- Negotiation skills when looking for the best rate approvals from Government Agencies/Bodies
- Time-management skills and the ability to work under pressure to ensure the efficient running of an event
- Proven stakeholder management skills
- Proven experience of managing a team
- Proven experience in program management
- Competency in Microsoft applications including Word, Excel, and Outlook

Experience & Qualification:

- Minimum 8 to 10 years of relevant work experience
- Master's degree from a reputed Institute/ University