

Notice for the post of “Executive Director, IRILMM”

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| Organization | Indian Railway Institute of Logistics and Materials Management (IRILMM) |
| Position | Executive Director (ED) at New Delhi |
| Tenure | 2 (two) years from the date of appointment subject to further extension(s) with mutual consent. |
| Salary/Fee/ Honorarium | As decided by the Governing Council of Institute from time to time, present structure is Rs. 35,000/- (Rs. Thirty Five Thousand only) per month all inclusive. Program related incentive and faculty honorarium may be extra as per decision of Governing Council. |
| Job Description | IRILMM is a professional body, registered as a society, dedicated to spreading the profession and practice of Materials Management in its most liberal and widest interpretation with special emphasis on Public Procurement. Director General will be responsible for identifying training needs of current & prospective clients based on skill gap analysis, development & delivery of group and individual learning courses and management of training budget under the supervision and direction of Director General. |
| Key Job Responsibilities | Executive Director will be reporting to the Director General for day-to-day functions of the Institute. He should: <ul style="list-style-type: none">• Support the team in alignment with IRILMM visions and values.• Help develop long term and short-term strategic planning and ensure its timely implementation.• Help identify and develop resources needed to grow and support excellence of training institute.• Co-ordinate with DG for development of annual calendar for trainings & seminars including the curriculum and identifications of trainers. Ensure delivery of the same.• Look out for consultancy needs of the prospective clients; engage with them for offering services and other forms of technical assistance.• Help DG in developing program, organizational and functional plan for getting it approved by the Governing Council and implement the same after authorization by the Governing Council.• Identify, assess and inform the Governing Council (through DG) the internal and external issues that affect the training institute. |

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| | <ul style="list-style-type: none"> • Assist DG in overall management of day-to-day activities of the Institute including compliance to all statutory regulatory requirements of the Society as per prevailing laws. • Any other related activities entrusted by the Governing Council/DG. |
| Qualifications | <p>He should have</p> <ul style="list-style-type: none"> • Bachelor's degree in engineering with Minimum 10 years of professional experience of public procurement. • Working knowledge of IT applications required for providing efficient IT enabled training. • Effective Inter-Personnel skills and strong communications (both written and oral in English & Hindi). • Program Management and negotiations skills proven through successful interaction with stake holders, including senior Government officials, regional and local authorities, experts and NGO/Communities. • Experience in leading/supporting multi-disciplinary teams in supervisory capacity. • High degree of motivation, initiative, reliability. • Excellent organizational skills, tact and judgement. • Demonstrated team spirit and strong desire to work in team management and collaboration. <p>The applicant should not have attained the age of 68 years as on 15.03.2025.</p> |
| To Apply | <p>Professionals/Candidates may please send their detailed CV by email to secretarygeneral@irilmm.com by 15.03.2025.</p> |
| Process | <p>The CVs will be considered by a nominated committee, and short-listed candidates will be contacted directly for further consideration.</p> |