



Management
Development
Institute



Recruitment Notification (Non-Teaching Staff)

Management Development Institute Gurgaon is a reputed Business School consistently ranked among the top B-schools in the country is looking for a dedicated and committed person (s) for the position of:

Chief Operating Officer – MDP (On Contract)

Qualification and Experience:

MBA / PGDM from a reputed institution and a minimum **15 years post qualification experience** in administering or leading executive education at any leading business school, experience in BDM roles in consulting / tech organizations would be a plus and International work experience is desirable to handle the day to day administrative work of the MDP and Consulting division at MDI and help to develop and align the MDP and consulting work with the Institute vision. The person will be responsible for:

- Making proposals / Supervising the making of proposals for MDPs and Consulting.
- Managing and leading a team of program secretaries and/or research associates
- Making pitches to clients along with Chairperson MDP, Dean-IC and or Director

Compensation: As per experience and fit and in line with industry standards for the right candidate.

Details about the Job Description and Institute can be viewed at the Institute website: www.mdi.ac.in

Interested person may apply to nonacademicrect@mdi.ac.in and send hard copy of their “Curriculum Vitae” along with copies of the testimonials through speed post / courier to **Chief Administrative Officer (Administration), Management Development Institute, Post Box No. 60, Sukhrali, Gurugram - 122007 (Haryana)** so as to reach latest by December 20, 2023.

Chief Administrative Officer (Admin.)