

## **Job Opening: Manager, Centre for Development Economics, Delhi**

Centre for Development Economics (CDE) is a research adjunct of the Delhi School of Economics (Department of Economics). It was established in 1992 with a grant from the Ministry of Finance, Government of India. CDE is a small non-profit organisation that supports research activities of the Department of Economics. This includes, inter alia, organising international and national seminars, workshops and lectures, managing research projects, hosting academic visitors, providing IT services to faculty and students and any other research support department faculty may require. The management of CDE is through a Council comprising faculty members.

As the administrative head the Manager has a leadership role and is responsible for managing all of the above activities. *Inter alia*, s/he (i) communicates with national and international funding agencies, (ii) handles logistics of prestigious international and national conferences and workshops, (iii) coordinates with CDE auditors to ensure accounts are maintained properly and with faculty members in maintaining project records. In these functions s/he is assisted by office staff that report to her/him and is guided and mentored by faculty.

### **Minimum Educational Qualifications:**

Bachelor's degree in any subject. Other things equal a higher degree would be an advantage.

### **Work experience:**

At least 2-3 years in a similar role.

### **Other requirements:**

- Proven track record of strong written and oral communication skills including the ability to independently draft letters, memos and emails.
- Demonstrable fluency in written and spoken English is essential.
- High level of competence with commonly used software such as Word, Excel and PowerPoint.
- Ability to manage research projects.
- Ability to manage a team of 6-7 staff.

The ideal candidate will be a dynamic self-starting person with a willingness to learn. This position offers high visibility and scope for professional growth. An earlier occupant of this position has gone on to become Registrar at a top university.

Remuneration will be based on qualifications and experience. It includes medical insurance and leave benefits.

Please apply with a CV and names of three references to [jobs@econedse.org](mailto:jobs@econedse.org)

The position is available immediately. Applications will be accepted till it is filled.

Only shortlisted candidates will be contacted and invited for a face to face interaction.