

Advertisement No.1/2016

Advertisement for the following 3 posts in IJMA – Last date for submission of application is **25.04.2016**

1) Secretary of Indian Jute Mills Association, Association of Jute Manufacturing Companies

Role & Responsibilities

Secretary, IJMA will be in over all charge of the Secretariat and will be required to take necessary decisions concerning the various facets of work of the Association.

Essential Requirements

- (a) At least 10 years experience in a position at middle level in either Private or in / Central PSU State / Central Government Organization.
- (b) Familiarity with the working of State / Central Government; candidate with knowledge of jute sector will be preferred
- (c) Good communication, writing and computer skill.
- (d) University Degree
- (e) Should be above 35 years of age and below 55 years.

2) Administrative Officer of Indian Jute Mills Association, Association of Jute Manufacturing Companies

Role & Responsibilities

The Administrative Officer of IJMA will look after all administrative work of the Association. He / She will also be responsible for maintenance of files and records of all legal matters and any other job assigned to him / her.

Essential Requirements

- (a) At least 10 years experience in either Private or in a Government Organization.
- (b) Familiarity with the jute sector will be preferred
- (c) Working communication skill in English and adequate writing skills.
- (d) Working knowledge of MS Office
- (e) University Degree
- (f) Should be above 34 years of age and below 50 years.

3) Junior Officer in Indian Jute Mills Association

Role & Responsibilities

The Officer will be in charge of all files of IJMA and will be responsible for maintaining office database. She/He will be responsible for maintaining records of all communications made from/to IJMA.

Essential Requirements

- (a) Proficiency to express and write in English.
- (b) Working knowledge of MS Office
- (c) Working knowledge of Library Automation Software will be an advantage
- (d) University Degree
- (e) Should be above 21 years of age and below 30 years.

Salary will be as applicable.

Selected candidates for each of the above 3 posts may be called for an interaction on a date to be duly intimated.