

ADVERTISEMENT FOR DIRECTOR –cum- SECRETARY OF NMIS

The Narottam Morarjee Institute of Shipping <https://nmis.net> was established in 1969, under the joint auspices of the Government of India and the Indian shipping industry. NMIS is an autonomous, not-for-profit institute, registered under the Societies Registration Act and the Bombay Public Trusts Act. The faculty consists of working professionals and subject matter domain experts.

Designation	Director cum Secretary of NMIS
Terms	On Contract for 5 years To be renewed every year by the GC, based on performance
Job Description	<p>Candidate will be the head of the Institute, overseeing office administration, student admissions, curriculum, syllabus, course material, conduct of examinations etc., and management of staff consisting of Asst Secretary, Office Asst, IT Assistant, Office Attendant including their appraisals, will liaise with faculty and report directly to the Gov Council of the Inst</p> <p>As Director of the institute, the candidate is expected to be reasonably familiar with Information Technology, LMS, Remote Learning, Distance/Online Education, Website Management, SEO and Cyber Security; also digital marketing and active use of social media to improve student admissions, placement record etc.</p> <p>As the secretary of the Trust, the candidate is expected to be reasonably familiar with accounts & finance; legal compliance and documentation pertaining to Societies Registration Act and Bombay Public Trusts Act</p>
Qualifications	Essential: - Post-Graduate Desirable: - Trained in LMS, Remote Learning, Distance Online Edu
Essential Experience	Proven track record as an academic administrator with 5 years' experience in managing a college or an academic institution or training institute
Requirements	Essential: - Indian national and resident of Mumbai Desirable: - Age about 50 years
Emoluments	Commensurate with experience and qualifications In the range of about Rs 125,000 to 200,000 per month CTC

Please post your CV with photograph to: -

Narottam Morarjee Institute of Shipping

76, Jolly Maker Chambers # 2, Nariman Point, MUMBAI 400 021

And email a soft copy to gc@nmis.net