|  |  |
| --- | --- |
|  | **INDIAN INSTITUTE OF INSOLVENCY PROFESSIONALS OF ICAI (IIIPI)**(A Company formed by ICAI under Section 8 of the Companies Act 2013) |

|  |
| --- |
| The Indian Institute of Insolvency Professionals of ICAI (IIIPI), is a subsidiary of the Institute of the Chartered Accountants of India and is registered as a Sec. 8 Company to enroll and regulate Insolvency Professionals as its members in accordance with the Insolvency and Bankruptcy Code 2016.IIIPI is the largest Insolvency Professional Agency and invites [**ONLINE**](https://www.iiipicai.in/wp-content/uploads/2024/01/Application-Form-COO.doc) application from competent professionals for the position **Chief Operating Officer** on contract basis: |
| Qualification & Experience | * Qualified Insolvency Professional with at least 10 years of post-qualification working experience in Operations, Strategic Planning, Membership, Knowledge SBU, Information Technology, HR & Admin and Advisory, in a leadership position.
 |
| Skill Sets required | * Excellent organizational and time management skills
* Excellent written and oral communication skills, presentation and negotiation skills.
* Ability to lead, plan and manage change
* Well-structured, change oriented and results focused.
* Ability to perform with a high degree of professionalism, integrity and business ethics
* Must have exposure in Information Technology/ERP System Designing/Development
 |
| Job Profile | * Major functions reporting to the position of Chief Operating Officer are Membership, Knowledge SBU, Information Technology, HR & Admin and Advisory.
* Further, additional responsibilities may be assigned, as per the requirement of the organization.
* Develop, establish, and direct execution of operating policies and procedures to support overall company policies and objectives.
* Ensure quality control of all company output as pertains to customer acquisition and delivery of services.
* Regularly evaluate operating procedures and create centralized best practices within different sites to ensure uniform performance throughout the company.
* He/she must possess good drafting skills as well as proven track record of handling pressing issues.
* Implement the strategic goals of the organization through day-to-day management of operations at the financial institution.
* Plan and implement the expansion both in terms of new services that can be offered as well as geographies of operation.
* Perform supervisory duties and coordinate with the staff in all related areas of the department.
* Participate in and at times, lead strategy, policy formulation, ERP/IT System, procedure and MIS development and training
* Ensure that the company achieves agreed financial parameters, while remaining committed to stakeholders’ protection and social performance.
 |
| Administrative | * To oversee all administrative tasks performed in the Department
 |
| Age | * 35 – 45 Years
 |
| Nature of Employment | * On Contract basis for a period of three years (May be renewed thereafter at discretion of IIIPI)
* The probation period is 6 months from the date of the joining.
 |
| Annual CTC | * Rs. 24 lakhs approx. (A higher CTC can be considered for a deserving candidate).
 |

Note: All terms and conditions are subject to change by IIIPI and its decision in this regard shall be final. Eligible person may submit their CV’s at: [ip\_recruitment@icai.in](ip_recruitment%40icai.in)

[**Download Application Form**](https://www.iiipicai.in/wp-content/uploads/2024/01/Application-Form-COO.doc)

Last date for Application: 20-01-2024