|  |  |
| --- | --- |
|  | **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** 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>

Last date for Application: 31-01-2024