

Applications are invited for the post of Manager (Training & Development) at the College of Insurance, Kolkata.

Manager (Training & Development) – COLLEGE OF INSURANCE, KOLKATA - 1 POST

1. **QUALIFICATION:**

Graduates in any stream. Fluency in English and knowledge of the Bengali language and computer operation is a must and one should also be able to independently handle correspondence in the English language.

2. **EXPERIENCE AND AGE :**

- i) Minimum of 15/20 years of working experience in any organization preferably in the Insurance domain.
- ii) Age: Between 50 to 62 years as of 31.03.2023.

3. **NATURE OF ENGAGEMENT:**

The appointment will be purely on a contract basis for a period of 3 years or till the attainment of 65 years of age, whichever is earlier.

4. **REMUNERATION:**

Consolidated amount of Rs. 60,000/- p.m. throughout the period of the contract.

5. **RESPONSIBILITIES:**

- a) To liaise with Insurance Companies to get nominations for various programs.
- b) To assist the Principal and Faculty members with follow-up actions.
- c) To assist the Principal and Faculty members to devise various training programs and formulation of calendar programs.
- d) To supervise other subordinates (permanent/contractual/outsourced) in College.
- e) Liaise with various departments of III, Mumbai.
- f) Training program supervision.
- g) To assist the Principal and Faculty Members to get the right faculty.
- h) To meet the academic requirements of the participants.
- i) To visit various insurers to generate nominations for training programs.
- j) To assist the Principal and Faculty Members in post-training correspondence including sending course materials.
- k) To be flexible in attending the office even on holidays, in flexible office hours based on the training program schedule as devised/arranged by the College.
- l) Supervision and development of a library of the College of Insurance, Kolkata.
- m) Supervision of infrastructure and its maintenance.
- n) All other related activities will be assigned by the Competent Authority.

6. **LAST DATE FOR APPLICATION:** 28th April 2023

7. **REPORTING:** To Principal (College of insurance-Kolkata)

8. **JOINING DATE:** 5th May 2023

Please send your resume by [Click here](#) and send it to recruitment@iii.org.in