

Program Executive (Residential)

(Full-Time | Residential Role)

The **Indian Institute of Democratic Leadership (IIDL)**, an initiative of Rambhau Mhalgi Prabodhini, invites applications for a **Program Executive (Residential)** to manage the academic operations and student life of its flagship leadership programmes.

This is a **high-responsibility, on-campus role** that combines **programme coordination, student mentorship, and institutional operations**.

Role Overview

The Coordinator will serve as the **central anchor of the programme ecosystem**—ensuring smooth execution of academic processes while also acting as a **warden and mentor for students on campus**.

The role demands **discipline, maturity, and alignment with public leadership values**, making it ideal for candidates preparing for or experienced in civil services.

Key Responsibilities

1. Academic & Programme Coordination

- Manage end-to-end **programme operations** including timetables, session scheduling, and faculty coordination
- Liaise with faculty and guest speakers for sessions, logistics, and requirements
- Track assignments, attendance, and academic progress of students
- Prepare **programme reports, documentation, and MIS trackers**

2. Admissions & Communication

- Support admissions-related processes including **student onboarding, documentation, and fee coordination**
- Handle regular communication with students (email/WhatsApp) for schedules, updates, and instructions
- Maintain updated student records and files

3. Institutional & Administrative Support

- Manage coordination for **faculty logistics** (travel, accommodation, scheduling)
- Maintain **expense tracking, faculty payments coordination, and administrative records**
- Support website updates, newsletters, and institutional communication
- Coordinate media coverage and documentation of major events

4. Student Life & Residential Responsibilities (Warden Role)

- Stay on campus and act as a **warden for students**, ensuring discipline, safety, and well-being
- Build a **positive learning environment** aligned with leadership values
- Act as a **mentor and first point of contact** for student concerns
- Oversee hostel coordination, attendance, and daily discipline systems

5. Events, Field Visits & Engagement

- Coordinate **field visits, study tours, and leadership events** end-to-end
 - Ensure seamless execution including logistics, vendor coordination, and reporting
 - Support student engagement activities and leadership exercises
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Profile Sought

- Candidate who has **cleared UPSC Mains examination** preferred
 - Strong command over **English, Hindi, and Marathi**
 - High sense of **discipline, responsibility, and public service orientation**
 - Ability to manage both **academic coordination and residential responsibilities**
 - Strong organisational, communication, and stakeholder management skills
 - Comfortable working in a **dynamic, mission-driven institutional environment**
 - Willingness to **stay on campus (residential role)**
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Compensation & Benefits

- **Reporting to:** Dean – Indian Institute of Democratic Leadership
- **Salary:** As per industry standards (commensurate with profile and experience)
- **Additional Benefits:**
 - **On-campus accommodation (mandatory residential role)**
 - **Meals provided on campus**
 - Opportunity to work closely with **leaders, policymakers, and governance experts**