



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for the regulation of the profession of Chartered Accountants in India. During its more than 70 years of glorious existence, ICAI has achieved recognition as a second largest global Accountancy Body. ICAI invites applications from administratively capable human resources for the following positions for its Centre of Excellence – Hyderabad:

Position	<ul style="list-style-type: none"> • Master Trainer
Qualification & Experience Pre-requisite	<ul style="list-style-type: none"> • Post Graduate Degree in Finance, Social Sciences or IT domain (minimum 60% marks) from a reputed Institute/University alongwith 4-5 years of proven experience as a Trainer, Corporate Trainer, or related position in a MNC/IT/Finance Company • Must have done Certification from talent and training associations • Knowledge of Digital Marketing would be preferable • Must have demonstrated experience in a range of contexts and topics. • Must be experienced in designing and developing training modules
Skill Sets pre-requisite	<ul style="list-style-type: none"> • Excellent Verbal and Written Communication as well as Networking Skills • Flexible for travelling to different locations to undertake skill development • Must be able to work within a cross cultural setting, negotiate diplomatically and function effectively within time constraints and in any roles in Centre of Excellence • Strong content knowledge in soft skills as well as in communication, negotiation, decision making and conflict resolution skills • Excellent Marketing and Presentation Skills • Proficient Computer Skills, MS Office Suite and instructional software • Proficient in holding videoconferencing meetings/webinars and exploiting Social media sites such as Facebook, Twitter, YouTube and Instagram
Job Profile	<ul style="list-style-type: none"> • To facilitate training and capacity building activities for learners/staff related to personality, communication and soft skills development. • To implement integrated program of professional skills development that may include residential workshops, training sessions, independent studies and virtual/on-line learning. • To schedule, implement and evaluate integrated skills development and capacity building for ICAI learners • To determine training needs and schedule training sessions for ICAI learners • To conceptualize training materials based on data and research
Period of Engagement	<ul style="list-style-type: none"> • The incumbent will be taken initially at a contract of one year and to be considered for extension in deserving cases on performance and need basis
Age Limit	<ul style="list-style-type: none"> • Not exceeding 35 years as on 31.7.2020
Monthly Remuneration	<ul style="list-style-type: none"> • Upto Rs. 75,000/- (all inclusive)

ICAI holds the right to relax the eligibility criteria or experience norms for the deserving candidates and its

Position	<ul style="list-style-type: none"> • Social Media Expert
Qualification & Experience Pre-requisite	<ul style="list-style-type: none"> • Bachelor's in Computer Science/IT or B.Tech with minimum 60% marks from a recognised University. Diploma in Marketing, Business, Media or Public Relations alongwith 4-5 years of proven working experience in Social Media Marketing as Social Media Officer or as Digital Media Specialist in IT/ITES/Financial MNC
Skill Sets pre-requisite	<ul style="list-style-type: none"> • Excellent consulting, writing, editing (photo/video/text), presentation and communication skills • Flexible for travelling to different locations to undertake skill development • Must have adequate knowledge of web design, web development, CRO and SEO • Proficient in holding video-conferencing meetings/webinars and exploiting Social Media Sites such as Facebook, Twitter, YouTube and Instagram • Preferably possess content knowledge of Data Science
Job Profile	<ul style="list-style-type: none"> • To manage Social Media Marketing Campaign for Centre of Excellence. • To create, curate and manage all social media content to be published. • To promote all CoE Programs creatively on all forms of Media and Social Media. • To develop and expand community and outreach efforts as influencer. • To monitor trends in social media, applications, channels and strategy. • To prepare transparent reports for the management. • To oversee design i.e. facebook online cover, profile picture, thumbnails, ad, landing pages, twitter profile, whats app group and blogs. • To prepare bench marks for measuring impact of social media campaigns and be able to measure the outcomes with the help of metrics. • To act as overall in-charge of CoE media promotion and social media management.
Period of Engagement	<ul style="list-style-type: none"> • The incumbent will be taken initially at a contract of one year and to be considered for extension in deserving cases on performance and need basis
Age Limit	<ul style="list-style-type: none"> • Not exceeding 35 years as on 31.7.2020
Monthly Remuneration	<ul style="list-style-type: none"> • Upto Rs. 75,000/- (all inclusive)

decision regarding Eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

Interested candidates may send their application through email at recruitcoehyd@icai.in or can send through speed post to Assistant Secretary-HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P.Marg, New Delhi-110002, super-scribing on the envelope "Application for the post of _____" within 15 days from the date of release of the advertisement.

Application Form