

Job Offer: Leading the administration team at Asia Plateau, MRA Centre, Panchgani, Maharashtra.

Employer: Friends of Moral Re-Armament (Inida) also known as Initiatives of Change (IofC)

Position: General Manager/Administration Manager(residential)

Location: Sprawling 68 acre campus of the reputed and well-established international conference and training centre, 'Asia Plateau' at the hill town of Panchgani in Satara district of Maharashtra, 100 kms from Pune just off the Bengaluru-Mumbai Highway.

Responsibilities

Asia Plateau is a busy centre conducting short duration IofC Ethics and Values training programmes, many of them for high profile senior civil service and other officers from all over the country as well as for top executives from business, some from India and abroad. Programmes also take place for other sections of society ranging from youth, students, teachers, NGO leaders and so on. The purpose of the administration is to provide total backend and often upfront support to ensure smooth running of the programmes. The General Manager leads the administration and also takes care of the centre, its guests, programme participants, facilitators and others responsible.

Brief Job description

Among other things:

- Overall responsibility for the centre, estate, maintenance, employees and the resident community – legal, accounts etc. relating to the centre.
- The job entails ensuring the admin team's efficient functioning in their respective areas and ready to go beyond their borders to ensure smooth functioning of the centre.
- Holding each department head to be accountable for the functioning of his/her department, building a harmonious team with good relations.
- Setting improvement goals with regular reviews of each department and conducting regular common administration meetings. Departments include General Administration, Programmes Coordination, Finance, Front Office, Logistics and allied areas, House Keeping, Communication, Kitchen and Catering, Facilities and Workshop & Maintenance, Farm and Gardens.
- Support to Grampari. Grampari has its own Director and staff closely tied with the centre and concentrating on rural initiatives.
- Immediate reporting will be to the Joint Directors. In their absence the Resident Trustee and Director will be available for any issues that may come up.

About IofC India and Asia Plateau

Friends of Moral Re-Armament (India), (MRA) is an Educational Public Charitable Trust registered in 1961 under Maharashtra Public Trusts Act. 1950. The 'Trust' is also known as Initiatives of Change (IofC)

Those associated with IofC envisioned a New India and a New World. The transformation in behaviour, character and nature of individuals which they witnessed inspired such a vision. This resulted in campaigns to inspire such experiences far and wide generating hope and confidence that the effort would eventually result in a compassionate, just and fair society. In the process, each one's spiritual journey also became evident.

What started as youth camps, eventually resulted in people contributing for the creation of Asia Plateau, built with many sacrifices. Inspired people generously gave all they could. The architect, engineers and many others, both from India and abroad, gave their services free for a number of years.

Programmes

Asia Plateau conducts a variety of programmes for a range of participants. They include:

Business executives, employees of Industry and Business; Educators; Families, Children and other general groups; DoPT of Govt. of India Regularly deputed IAS / IPS officers, several State Govts. send their officers, as do Railways and the Army.

International conferences are also held once or twice a year.

Are you the one for it?

You will find the role exciting, challenging and fulfilling, if you are...

A young and energetic executive with competence, confidence, some experience in handling people and events. You might like to spend two or three years gaining this unique experience in this position.

OR

If you have **just retired and not over 60** years of age, have all the competencies and still have fitness and enthusiasm, with a lot of experience, you might take this for a longer period.

If you are excited about the cause and want to give your best for building a New India and have all the qualifications then this may be your calling!

Whatever the category, apply with your complete CV and a recent photograph to ap@iofc.org as soon as you can. If you are shortlisted, there will be an initial telephonic interview, followed by your having to visit the centre to meet our selecting trustees at a convenient time.

Please visit: www.in.iofc.org