



JAYAPRAKASH NARAYAN NATIONAL CENTRE OF EXCELLENCE IN THE HUMANITIES



The **JPN National Centre** at **IIT Indore** invites applications for the position of **Centre Administrator**

◆ Nature of Appointment

- Position: 01
- Duration: Full-time initially for two years, renewable based on performance.
- Consolidated salary: up to 90,000/- (Commensurate with experience and qualification)
- Location: IIT Indore Campus
- Start date: Immediate

◆ Role Overview

The JPN Centre is seeking a dynamic and experienced professional to join our team as Centre Administrator. The selected candidate will play a key role in overseeing the Centre's academic programmes, research coordination, and day-to-day administration, ensuring smooth execution of ongoing and new initiatives.

◆ Key Responsibilities

- Coordinate academic activities, including curriculum implementation, student support, and course scheduling
- Manage research documentation, reporting, and project tracking
- Liaise with internal and external stakeholders, including faculty, collaborators, and funders
- Organise Centre events: seminars, workshops, lectures, and conferences
- Assist in preparing grant proposals, annual reports, and other academic outputs
- Supervise Centre communications, record-keeping, and digital archives
- Budgeting

◆ Eligibility Criteria

- A PhD in the Humanities, Social Sciences or a related field
- Minimum 5 years of experience in academic/research administration
- Excellent written and verbal communication skills
- Familiarity with academic publishing, event coordination, and reporting tools
- Proficiency in tools and platforms (e.g., Omeka, Voyant Tools, GIS, TEI, NVivo), with working knowledge of MS Office and Google Workspace. Familiarity with data visualisation and content management systems is a plus.



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How to Apply

Interested candidates are requested to send their CV and a brief cover letter to jpncentre@iiti.ac.in with the subject line: '**Application for Centre Administrator – [Your Name]**'.

Note: Shortlisted candidates will be invited for an interview to discuss their experience in academic and research administration. The last date for applying is **15th August, 2025**.

For queries, contact: jpncentre@iiti.ac.in