



भारतीयप्रबंधसंस्थानकोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF VETERINARY CARE COORDINATOR

Notification No.C-01/2023-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for the position of Veterinary Care Coordinator on contract basis.

Qualification & Experience	Certificate course or diploma in Animal Care or veterinary services. and Minimum 3 years' experience in animal care and coordination with Veterinary specialists, Animal husbandry including implementation of catching of stray dog/animals (Qualification may be relaxed if sufficient experience exists from such services in the local community ') Desirable: Animal care skills for inoculation, transportation, sterilization is desirable. Proficiency in English/Hindi and Malayalam
Job Profile	<ul style="list-style-type: none">Identify, trap to a shelter area and tag stray dogs inside the campus in association with external agency/student volunteers/ estate officials.Catch campus stray cats and dogs periodically and arrange their sterilizationEnsure vaccinations are up to date for dogs and catsMaintain a record of all the domesticated animalsAssist Vet specialists in sterilizations of dogs and cats.Take post-surgery care of dogs and cats, feed them medicines, clean wounds, etc.Work on taming the animals by befriending them and work on their behaviors.Catch difficult/ unfriendly dogs and cats and deal with them as per the institute requirements.Be available during accidents or any other emergenciesEnsure the health and well-being of all animals within IIMK Campus.Support community safety initiatives to likely threats from beehives, harmful animals, reptiles, insects etc., from the surrounding forest area.Coordinate with the forest department in case of feral animals related situationsAdminister animal distress protocols, empanel veterinary clinics and reputed animal NGOs to provide relief to injured animals and birds. Train the frontline staff (security, estate and housekeeping) in the response protocol.Plan for suitable interventions to manage the porous boundaries to ensure effective controls are in place.Act in close liaison and coordination with Animalwelfare community groups within the campus/faculty/students.Any other related assignment as desired by the Institute. <p>(Note: Please read the detailed job description attached)</p>
Consolidated Monthly Remuneration	Rs. 20000-25000/- (Including Rs.300/- towards telephone allowance)
Maximum Age Limit	55 years
Date & time for Interview	To be announced.



General Information and Conditions:

1. Applications may be submitted online at the careers page of the Institute website <https://iimk.ac.in/> latest by **5:00 p.m. of 30-01-2023**.
2. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
3. Candidates are requested to upload their certificates, photographs, Final mark lists (SSLC onwards), community certificates in case of SC/ST/OBC/EWS, Experience certificate, if any and signature as per format prescribed in the online portal.
4. Mere eligibility will not entitle any candidate to be called for interview. In case a large number of applications are received, screening will be done to limit the number of candidates. Only shortlisted candidates will then be considered for online-interview.
5. Interview will be held. Link will be sent through email to shortlisted candidates with details regarding time slots etc.
6. Candidates who fail to appear, on the date/time of Interview, for any technical reason/connectivity issues/bandwidth etc. will be treated as absent and no separate communication or request to re-appear later will be considered.
7. The engagement to the above post will be purely on contractual basis and will have no right/claim for continuation or regular appointment.
8. Application without necessary documents, or incomplete in any other aspect will be summarily rejected.
9. Canvassing in any form will be a disqualification. No interim correspondence shall be entertained.
10. The Institute reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
11. Decision of the Director, IIMK regarding the selection will be final.
12. **Last date for online application is 5:00 p.m. of 30-01-2023**

Dated: 09-01-2023



J. Liby
09/01/2023
In Charge HR Office

JOB DESCRIPTION

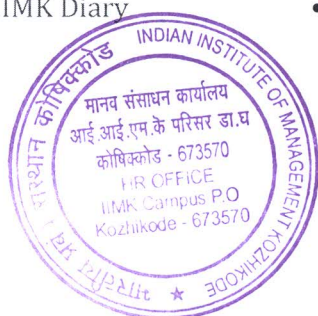
Job Title: Veterinary care coordinator
Department: General Administration-Estate

Part A: Job Specification

Job Purpose	<ul style="list-style-type: none">To maintain a focal point for institutional animal care Programs and response team for animal incidents, including encroachment of human living spaces by wild animals.
Reporting and Relationships	<ul style="list-style-type: none">To Report to Estate Supervisor and General Administration i/c.
Job Context & Major Challenge(s)	<ul style="list-style-type: none">IIMK Estate is spread over 100 acres, mostly forest areas and habitat for many animals including wild animals. Estate is having porous boundary for stray animals to walk in and upto to IIMK Residential areas and Hostels in search of food waste etc and especially during night time.Currently there are incomplete records/estimate of the animal population inside the campus, even for stray dogs, cats and other pets inside houses as well.There are more than 200 residents within campus besides 900+ students, many of them being animal/pet friendly; and have habit of feeding them occasionally.Due to varying seasonal changes and food waste animals are prone to carry communicable diseases contagious to kids etc and uninformed resident population with low awareness.Stray animals have often attacked people who go for walking or children playing increasing fear amongst such residents and resultant ill treatment of animals.Security and Housekeeping as well as Estate Offices are also involved in maintaining an animal friendly environment within IIMK Campus.
Financial Dimension	<ul style="list-style-type: none">Nil

Generic Accountabilities — All Employees

Safety Health & Environment	<ul style="list-style-type: none">Ensure all activities are undertaken in compliance with Institute's Safety, Health and Environment and Quality policies, regulations and standards of Institute.
Confidentiality	<ul style="list-style-type: none">Confidentiality of any document and working procedures and protocols are never to be divulged to a third party without explicit approval of competent authority. This accountability is a condition of employment/services for all staff/faculty, irrespective of their nature of employment contract.
IIMK Diary	<ul style="list-style-type: none">Ensure that IIMK-Dairy is maintained for day-to-day job/activity controls and reviews periodically.



Key Job Accountabilities

- Identify, trap to a shelter area and tag stray dogs inside the campus in association with external agency/student volunteers/ estate officials.
 - Catch campus stray cats and dogs periodically and arrange their sterilization
 - Ensure vaccinations are up to date for dogs and cats
 - Maintain a record of all the domesticated animals
 - Assist Vet specialists in sterilizations of dogs and cats.
 - Take post-surgery care of dogs and cats, feed them medicines, clean wounds, etc.
 - Work on taming the animals by befriending them and work on their behaviors.
 - Catch difficult/ unfriendly dogs and cats and deal with them as per the institute requirements.
 - Be available during accidents or any other emergencies
 - Ensure the health and well-being of all animals within IIMK Campus.
 - Support community safety initiatives to likely threats from beehives, harmful animals, reptiles, insects etc., from the surrounding forest area.
 - Coordinate with the forest department in case of feral animals related situations
 - Administer animal distress protocols, empanel veterinary clinics and reputed animal NGOs to provide relief to injured animals and birds. Train the frontline staff (security, estate and housekeeping) in the response protocol.
 - Plan for suitable interventions to manage the porous boundaries, to ensure effective controls are in place.
 - Act in close liaison and coordination with Animal welfare community groups within the campus/faculty/students.
 - Advise students and other community members on feedings of animals
 - Help with regular food arrangements for the animals
 - Any other related assignment as desired by the Institute.
- (Note: Please read the detailed **Job description** attached)



Part B: Person Specification – Minimum Requirements

Qualifications

- Certificate course or diploma in Animal Care or veterinary services. However, flexibility may be given based on the exposure with the field work with animals as per the discretion of the authorities of the institute

Knowledge and/or Experience

- At least 3 years' experience in animal care and coordination with Veterinary specialists, Animal husbandry including implementation of catching of stray dog/animals.
- However, qualification may be relaxed if sufficient experiences exist from such services rendered for local community.

Technical/ Business Skills

- Animal care skills for inoculation, transportation, sterilization is desirable.
- Proficiency in English/Hindi and Malayalam

Agreed by

Signature _____
Date _____

Designation:

