

Job Notification for Executive Officer (EO) at Bharateeya Vidya Kendram

Position Summary

The Executive Officer is the principal executive leader of Bharateeya Vidya Kendram (BVK), providing strategic, operational, and educational leadership across its network of schools, colleges, and community initiatives. Reporting to the Board of Directors, the CEO is responsible for translating the institution's vision into measurable outcomes.

The successful candidate, assisted by an Administrative Officer and an Assistant Executive Officer, will oversee all major functional areas, including academic administration, finance, human resources, legal and regulatory compliance, infrastructure development, fundraising, stakeholder engagement, and institutional partnerships.

This position calls for an accomplished leader with demonstrated experience in managing a large, multi-school educational or non-profit organization. The ideal candidate would possess exceptional strategic vision, financial acumen, emotional intelligence, impeccable integrity and pride in Bharateeya ethos.

Key Duties and Responsibilities

1. Institutional Administration and Governance

- Implement policies, resolutions, and directives approved by the Governing Body, Board of Management, or Trust.
- Ensure development of administrative procedures and systems to improve institutional efficiency.
- Ensure smooth coordination among academic and administrative departments.
- Mentor, enable and oversee administrative officer and institutional administrative functions
- Monitor institutional performance and recommend corrective measures where necessary.
- Assist management in policy formulation and implementation.
- Ensure transparency, accountability, and ethical governance practices.

2. Strategic Planning and Institutional Development

- Assist in establishing short-term and long-term institutional goals.
- Coordinate implementation of strategic initiatives and monitor outcomes.
- Develop performance indicators and reporting mechanisms.
- Ensure finance, accounting, HR and infrastructure departments are aligned with institutions strategic objectives.
- Support accreditation, ranking, quality assurance, and institutional growth initiatives.
- Identify opportunities for expansion of academic programs and infrastructure.

3. Human Resource Management

- Supervise recruitment, performance appraisal, promotion, transfer, and separation processes.

- Monitor disciplinary matters.
- Facilitate employee training, development, capacity-building and welfare programs.

4. Financial Management and Budget Control

- Monitor institutional income, expenditure, cashflow and financial performance.
- Ensure efficient allocation and utilization of resources.
- Ensure timely preparation of capital expenditure and maintenance expenditure budgets.
- Authorize expenditures within delegated financial powers.
- Monitor annual budgeting
- Monitor CSR proposals preparation.
- Ensure proper maintenance of financial records.
- Enable external audits.
- Ensure Financial control measures and risk management procedures compliance.

5. Academic Administration Support

- Support implementation of academic policies and procedures.
- Ensure adequate administrative support for academic activities.
- Monitor compliance with educational standards and regulatory requirements.
- Ensure compliance with government regulations and educational policies.

6. Stakeholder and Public Relations

- Represent the institution in official meetings and public forums.
- Maintain relationships with government agencies, industry partners, alumni, and community organizations.
- Coordinate institutional events, conferences, and public outreach programs.
- Manage external communications and public relations activities.
- Support fundraising and partnership development initiatives.

Required Qualifications

- A postgraduate degree from a recognized university in Education, Management, Public Administration, Business Administration, Social Sciences, or a related discipline.
- A doctoral degree (Ph.D./Ed.D.) or equivalent professional qualification is desirable.
- Additional qualifications in Educational Leadership, Strategic Management, Finance, Governance, or Public Policy will be an advantage.

Professional Training

Preference will be given to candidates who have completed executive development programmes or professional certifications in areas such as:

- Strategic Leadership and Organizational Development

- Educational Leadership and Institutional Management
- Corporate Governance and Board Relations
- Financial Management and Resource Mobilization
- Human Resource Management and Leadership Development
- Change Management and Digital Transformation
- Quality Assurance and Accreditation
- Fundraising, Philanthropy, or Non-profit Management

Executive education from reputed national or international institutions will be considered an added advantage.

Experience

Essential

- Minimum 20 years of progressively responsible professional experience, including at least 10 years in senior executive leadership positions.
- Demonstrated experience in leading a large, complex educational institution, university, school network, nonprofit organization, foundation, or similarly sized mission-driven organization.
- Proven track record in strategic planning, institutional development, organizational transformation, and operational excellence.
- Experience in financial planning, budgeting, resource optimization, and ensuring long-term financial sustainability.
- Demonstrated ability to lead multidisciplinary teams and build high-performing organizations.
- Experience working with governing boards, trustees, regulatory authorities, and external stakeholders.
- Strong understanding of governance, statutory compliance, risk management, and organizational accountability.
- Excellent communication, stakeholder engagement, and partnership-building skills.

Desirable

- Experience managing organizations with multiple campuses or geographically distributed operations.
- Experience in educational innovation, curriculum reforms, digital transformation, or technology-enabled learning.
- Successful experience in fundraising, donor engagement, CSR partnerships, grants management, or institutional resource mobilization.

- Experience with national accreditation and quality assurance frameworks.
- Exposure to rural education, community development, skill development, or social impact initiatives.
- Experience representing an organization before government agencies, industry bodies, academic institutions, and international organizations.

Knowledge and Competencies

The successful candidate should demonstrate:

- Visionary and strategic leadership.
- Commitment to educational excellence and value-based education.
- High standards of integrity, ethics, and transparency.
- Strong business and financial acumen.
- Ability to inspire, mentor, and develop leaders.
- Sound judgment and effective decision-making.
- Excellent negotiation and conflict resolution skills.
- Innovation, adaptability, and change leadership.
- Deep commitment to public service and social impact.
- Cultural sensitivity and appreciation of India's educational heritage alongside contemporary global best practices.

Application Process

Interested candidates may send their resume and a cover letter to bvkvsp@gmail.com on or before 15th July 2026