

JOB DESCRIPTION

Job Title: Senior Manager

Location: New Delhi

Engagement: Full Time

About CII-ITC Centre of Excellence for Sustainable Development

The CII-ITC Centre of Excellence for Sustainable Development creates an enabling environment for Indian businesses to achieve sustainability goals. It builds awareness, promotes thought leadership, and strengthens capacity across sustainability issues. The Centre advances its mission-building knowledge and skills, driving innovation, and advancing leadership-through policy advisory, research and advocacy, executive education on global sustainability standards, and consulting on corporate sustainability management.

Job Summary

We are seeking highly driven Senior Manager to lead the planning and execution of high-profile and flagship events of the Centre. This role requires previous experience of managing events, strong stakeholder liaisoning and the ability to deliver them successfully. The ideal candidate must have a proven track record of managing, conceptualising, organising events, involving industry leaders, public figures, sponsors and media.

Key Responsibilities

- Lead end-to-end management of prestigious high-visibility events including summits, product launches and Award ceremonies.
- Develop event concepts, schedules and detailed project plans.
- Identify/liaise with industry representatives, sponsors, speakers, policymakers, and partners.
- Ability to create an event strategy, creative directions and delivery aligned with Centres objectives aimed at enhancing brand value.
- Lead, coordinate and oversee event logistics, internal teams, agencies, sponsors and ensure large scale participation.
- Deliver post-event evaluations, and prepare reports on outcomes and improvements

Required Experience and Qualifications

- 7+ years of experience managing high-profile or large-scale events
- Degree or certification in event management or related field experience of managing large scale high-profile events
- Strong project management skills with ability to manage multiple complex events simultaneously
- Knowledge of event marketing, and social media promotion
- Excellent communication, negotiation, and stakeholder-management skills

- Proven ability to work under pressure and deliver to tight deadlines
- High level of professionalism, discretion and attention to detail

How to Apply

Please send resume and cover letter to ciirecruitment.cesd@gmail.com.

Kindly mention “Application for Senior Manager” in the subject line latest by 9 March 2026.

Confederation of Indian Industry (CII) is an equal opportunity employer. Only shortlisted candidates will be notified.