

## Job Opportunity at

### IIITD Innovation & Incubation Center

We are happy to announce an exciting opportunity for the role of **Junior Manager (Incubation)** at IIITD Innovation & Incubation Center. The role requires hardworking, committed, focused and intelligent, self-driven candidates who are capable of carrying out activities and operations at the well-developed Incubation Center. *It is an excellent opportunity to work with great start-ups, to have exposure to who's who of start-up ecosystem in India.*

Number of Openings: 3 (Three)

#### Responsibilities include the following but are not limited to:

- Coordinating daily activities, managing resources, assisting in incubation programs/cohorts, projects, and fostering collaboration between various teams to achieve Company's goals.
- Assist in planning and executing incubation programs under various government schemes
- Carry out industry and business research on a regular basis to ensure the Incubation Center is updated with various developments in the start-up ecosystem
- Identifying and working on new opportunities in the corporate sector for corporate innovation programs
- Identifying and working on new opportunities to collaborate with other incubators/accelerators/investors in India and abroad
- Managing various business processes at the Center; identifying opportunities for process improvement and operational efficiency
- Managing social media, newsletters, posts and updates
- Preparing updates and data/insights as required for government entities, senior management at the Center
- Data analysis and reporting for business and operations
- Helping the Center to attain self-sustenance
- Attending various events at local/national/international level
- Collaborating and working with other incubation centers, consultants, associations, government entities
- Any other work assigned by higher management from time to time

#### Experience and Knowledge

Expected to have 2-3 years of experience in Incubation Centers, Entrepreneurship, Start-ups, business analysis, industry research etc.

**Qualification:** Degree in Business, Engineering, Science, Commerce or Humanities, etc. from a recognised University. Candidate should have excellent verbal and written communication skills. Master's degree preferred.

**Compensation and tenure:** In the range of INR 4 - 6 Lakh annual CTC, depending on experience and skills. It will be a contractual position with an initial period of appointment of two (02) years, extendable based on performance. There will be an initial probation period of 6 months.

**Selection process:** Please apply online <https://iiitdic.in/career-at-iiitd/> by August 23<sup>rd</sup>, 2023. Keep your CV, covering letter, digital photograph and identity proof ready have to be uploaded as part of online application. The shortlisted candidates will be called for personal interview(s) as required by IIITD-IC. The results of the selection process would be considered as final. In case of any query, email us at [info@iiitdic.in](mailto:info@iiitdic.in).