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## **Job Opportunity at IIITD Innovation & Incubation Center**

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

**Number of Openings:** One

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

- Seamless implementation of incubation-related decisions and strategies
- Lead all operations of the incubator, give it strategic direction, build and scale up incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.
- Forge partnerships with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
- Provide necessary support, encouragement and guidance to prospective eligible applicants to apply for incubation with business proposals and arrange the screening of the applicants.
- Maintain the repository of technologies, laboratory/ workshop access and contact details of technology developers/mentors.
- Documentation: Ensure documentation is issued appropriately, tracked, and regulatory, audits and other compliances are adhered to, to provide information for management reporting and prepare reports as necessary.
- Implementation of the individual programs and gathering relevant information for any grant, financial operations (PFMS), accounting and auditing, preparing and submitting reports as and when required.
- Closely coordinate with incubators to promote venture creation, prototype development, incubation, mentoring programs and session and create platforms to bring industry collaborations and investment in the specified areas
- Identifying and working on new opportunities in the corporate sector for corporate innovation programs
- Attending various events at local/national/international level

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- Conceptualising, planning and executing events such as workshops, training programs, training sessions, awareness sessions and conferences, etc. in areas of incubation, start-ups and entrepreneurship.
  - Guiding the administration team in procurement processes
  - Ensuring safe maintenance of all official documents/ files/ records
  - Any other work assigned by higher management from time to time

## **Experience and Knowledge**

Expected to have a minimum of 10-12 years of experience, including a reasonable tenure in a managerial role in related areas, like Incubation Centers, Entrepreneurship, Start-ups, business analysis, industry research, consulting/strategic corporate roles, etc. The candidate should have good people management skills, possess the ability for analysis, run various incubation initiatives / cohorts, monitor usage of grants; and should have a self-driven multitasking approach, good written & oral communication skills, and be well versed with MS Office suites and similar other tools.

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

**Age:** Preferably below 40 years

## **Compensation and tenure**

In the range of INR 10 - 15 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 at <https://iiitdic.in/career-at-iiitd> by **November 6, 2023**. Keep your CV and cover letter, and digital photograph ready to be uploaded as part of the 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).