IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/25   Date: 02/08/2023

Advertisement inviting applications for the Position

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. iHub-Anubhuti has been set up to create a collaboration between industries, academic institutions, and government agencies to innovate and develop data-driven cognitive computing solutions.

The iHub-Anubhuti is a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub-Anubhuti is looking to hire for the following positions and invites applications for the same:

Job Title: Assistant Manager
No. of posts: Two (02)
Job responsibilities include, but are not limited to the following:

- To assist Senior Manager (Operations) in conduct of day-to-day operational activities.
- Act as a point of contact between iHub Anubhuti, IIITD, Ministries and other external stakeholders to schedule meetings, visits, correspondence.
- Coordinate meetings with external stakeholders and officials of Ministries of Government of India.
- Draft Reports/ Articles/ Minutes of Meetings and other content writing activities.

- Design mailers, infographics, flyers, brochures, and other marketing material
- Execute outreach and promotional activities of events on social media platforms.
- Targeted marketing of various programs, fellowships through mass mailing platforms and relevant online portals.
- Collect data and prepare reports for funding agencies and other stakeholders.
- Establishing and maintaining relationships with stakeholders, including host Institute, startups, government bodies, funding agencies, sponsors, investors, industry, etc.
- Ensuring compliance with guidelines/rules of funding agencies.
- Onboarding and maintaining mentors from the industry to provide mentoring support to startups / researchers.
- Identifying start-ups/ researchers working in the area of Cognitive Computing & Social Sensing and encouraging them to apply for programs.
- Networking with the ecosystem and industry to enable startup connections.
- Assist in coordinating and monitoring project activities to ensure adherence to timelines and project deliverables.
- Support project planning and resource allocation, in alignment with project goals and objectives.
- Facilitate communication between project team members, researchers, and partners to foster collaboration and knowledge sharing.
- Proactively address and resolve any stakeholder concerns or issues.
- Maintain comprehensive project documentation, including progress reports, meeting minutes, and action items.

Skill Sets, Knowledge, and Experience
- **Educational qualifications:** Graduate/ Postgraduate degree in any field.
- **Experience:** Minimum 3 years of experience.

- **Desirable:**
  - Excellent problem-solving, organizational and negotiation skills along with good communication skills.

- o Administrative and managerial skills with the ability to multitask.
- o Proficiency in Microsoft Office or compatible applications, collaborative Apps, and video conferencing tools.
- o Should be able to monitor & expedite orders.

Compensation, Tenure and other details:

The consolidated salary will be in the range of **INR 6 Lakhs to INR 7.20 Lakhs** annually**.** 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.

How to Apply:

Interested candidates may apply on the Application Form