# **IHUB ANUBHUTI-IIITD FOUNDATION**

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/13

Date: 07/03/2023

## Advertisement inviting applications for the 'Head Operations'

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.

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

iHub-Anubhuti is looking to hire an individual for the **Head** (**Operations**) position and invites applications for the same.

#### Job Title: Head (Operations)

**No. of post:** One (01)

# Job Profile:

- Responsible for managing and assisting into day to day administrative and operational affairs of iHub.
- Extend necessary support to the faculty, students in research collaborators for their day-to-day research requirements.
- Assist in overall operations including research facilities of the iHub-Anubhuti and the coordination of all events, workshops, training programs, etc.
- Extending support to explore avenues to generate funds in terms of projects, etc. in India and abroad.
- Responsible for infrastructure development of iHub-Anubhuti
- Interpersonal relationship with IIIT-Delhi administration.

#### Job responsibilities include, but are not limited to the following:

• Assisting the iHub-Anubhuti leadership in defining and implementing its strategic plans towards achieving its milestones.

- Ensure various statutory rules and regulations at the iHub-Anubhuti.
- Extending support in efficient and seamless operations; define policies and roll-out processes for managing granted projects and incubated startups; define measurable goals; ensure utilizations of operating expenses as per budgets; support team in achieving their milestones; collaborate and build a high-achieving team; conduct performance reviews of team members; ensure compliance related to all applicable laws, IP ownerships etc.
- Helping the CEO in preparing reports to the Hub Governing Body (HGB) of the iHub-Anubhuti, funding agencies and all other stakeholders.
- Handling purchase operations of iHub-Anubhuti.
- Assisting iHub-Anubhuti leadership in defining and implementing policies and procedures for best practices and towards building an effective team.

#### Skill Sets, Knowledge and Experience

- Educational qualifications: B.E./ B.Tech in any branch of Engineering from the leading schools/ colleges in India/ Abroad.
- Experience:
  - Prior experience in handling any fund-raising companies or organizations with a clear vision of developmental activities.
  - Experience with interaction with Government agencies
  - Gravitas and commanding respect, ability to interact comfortably with eminent and senior academic / corporate/ administrative personalities and other stakeholders.
  - Strong management skills.
  - Experience of developing Infrastructure of Innovation Hubs/Incubators.
  - Should be willing to travel extensively and his/her life situation should allow for that.
  - Effective Communication, Organizational, Development and Planning skill.
  - Strong bias for Action
  - Marketing skills in advertisement, publicity through direct and online modes; Event management capabilities, networking capabilities with diverse stakeholders.
  - Strong team-building and people-management skills, with ability to set priorities and manage operations
  - Knowledge of stages for start-ups; Government-sponsored funds for start-ups; statutory framework; term sheets, etc.
  - Incubation-related research and analytical skills, with preferably knowledge of various industries and emerging technologies

# **Compensation, Tenure and other details:**

The consolidated salary will be in the range of **INR 17-20 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.

## **General Instructions:**

- 1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
- 2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- 3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
- 4. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

## How to Apply:

Interested candidates may apply on the <u>Application Form</u>. This is a rolling advertisement until the position is filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.