

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/21

Date: 21/06/2023

Advertisement inviting applications for the 'Manager'

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 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 is 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 Manager position and invites applications for the same.

Job Title: Manager

No. of post: One (01)

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

- Assist the Senior Manager in planning and organizing, monitoring, meetings for research projects and incubated start-ups.
- Collecting data and other information related to supported research projects and start-ups.
- Preparing reports covering monthly progress of key parameters, developments, impact generated for funding agencies and other stakeholders.
- Planning and executing outreach and promotional activities for various programs or iHub- Anubhuti to attract higher quality applicants and creating awareness.
- Conceptualizing, planning and executing events such as workshops, training programs, training sessions, awareness sessions and conference etc. to promote cognitive computing and social sensing techniques.
- Maintain all documents/ files/ records related to iHub-Anubhuti to set up office infrastructure and lab facility.
- Assisting the Foundation in defining and implementing its strategic plans towards achieving its milestones.
- Ensure various statutory rules and regulations at the Hub.
- 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.

- Preparing reports for the funding agencies, Board of Directors & Hub Governing Body (HGB) of the IHUB, and all other stakeholders.
- Assisting Hub officials in defining and implementation policies and procedures for best practices and towards building an effective team.
- Any other work assigned from time to time.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** Graduate and MBA (desirable) with excellent written and oral communication skills.
- **Experience:** Preferably 5-years' experience with at least 3-years managerial experience.
- **Desirable:**
 - Excellent communication and interpersonal skills.
 - 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.
 - Experience in interaction with Government agencies.
 - Strong computer skills, preferable with experience in Microsoft Word, Excel, Power Point, Project, Outlook etc.

Compensation, Tenure and other details:

The consolidated salary will be **in the range of 8.4 lakhs – 10.8 lakhs** annually depending on experience. Initial period of appointment will be 6 months from date of joining, extendable based on performance. The employment to the above post will be purely temporary and ad-hoc.

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 allowed to 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 candidate may apply on [application form](#). This is a rolling advertisement until the specific the position is filled. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.