

# IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/24

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## **Advertisement inviting applications for Manager (Medical Robotics Centre)**

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 position and invites applications for the same:

**Job Title: Manager (Medical Robotics Centre)**

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

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

- Responsible for providing operational and administrative support to ensure the smooth functioning of the Centre.
- Coordinating daily activities, managing resources, assisting in research and development projects, and fostering collaboration between various teams to achieve the Centre's goals.
- Work closely with the concerned authority and play a key role in advancing medical robotics research and applications.

- Coordinate and manage daily operations of the Medical Cobotics Centre.
- Facilitate effective communication between departments and teams within the Centre.
- Monitor and ensure the efficient use of resources, equipment, and facilities.
- Planning and executing training programs for relevant stakeholders.
- Planning and executing medical cobotics research projects and experiments.
- Ensure adherence to relevant regulations, safety standards, and compliance requirements.
- Implement and maintain quality control measures to uphold the Centre's standards.
- Build and maintain relationships with internal and external stakeholders, including healthcare institutions, research partners, and industry collaborators.
- Represent the Centre in meetings, conferences, and events related to medical cobotics.
- Managing budget planning and management for the Centre's activities and projects.
- Manage the entire process in the planning of materials/ goods purchase/ work order activities, inventory control, logistics and distribution, and customs clearance, ensuring an effectively- functioning process to avoid costly delays and lost opportunities.
- Identify opportunities for process improvement and operational efficiency.
- Implement best practices and suggest innovative ideas to enhance the Centre's effectiveness.
- Ensure effective lines of communication to ensure timely delivery of materials/ goods using the most appropriate purchase procedures.
- Monitor expenses and identify cost-saving opportunities without compromising quality.
- Any other work assigned by higher management from time to time.

## **Skill Sets, Knowledge, and Experience**

- **Educational qualifications:** B.Tech. / BE in Biomedical Engineering, Robotics, electronics / Graduation in medical field or any related field. Master's degree preferred.
- **Experience:** Total work experience of 5 years.
- **Skills:**
  - Excellent problem-solving, organizational and negotiation skills along with good communication skills.
  - Strong project management skills with a track record of successfully executing projects.
  - Excellent organizational and time management abilities to handle multiple tasks simultaneously.
  - Demonstrated ability to work collaboratively in a team-oriented environment.
  - Knowledge of medical regulatory standards and compliance is an advantage.

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

The consolidated salary will be in the range of **INR 8.40 Lakhs to INR 10.80 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](#).