

IHUB ANUBHUTI-IIITD FOUNDATION

Indraprastha Institute of Information Technology Delhi
GB Pant Polytechnic Extension, Okhla Phase III, Delhi –110020

Advertisement inviting applications for the ‘Manager Operations’

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, 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.

The objective is to establish itself as a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

The Foundation is looking to hire an individual for the **Manager Operations** position and invites applications for the same.

Job Title: Manager Operations

No. of post: One

Job Profile:

- Manager shall be responsible for managing and assisting in to day to day administrative and financial affairs of IHUB. He/She shall be responsible for developing the strategic plan for the IHUB and achieving well-defined goals to ensure a sustainable IHUB, with support from its CEO, and Board of Directors functioning under the overall administrative and financial governance of the Hub Governing Body (HGB).
- Extend necessary support to the faculty, students in research collaborators for their day-today research requirements.
- Assist in overall operations including research facilities of the IHUB and the coordination of all events, workshops, training programs, etc.
- Extending support to enhance visibility of the IHUB by helping in possible collaborations, start-ups, companies for the transfer of technologies developed at the Hub at IIIT-Delhi.
- Extending support to explore avenues to generate funds in terms of projects, technology transfer, etc. in India and abroad.
- Interpersonal relationship with IIIT-Delhi Faculty and administration.

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

- Assisting the Foundation in defining and implementing its strategic plans towards achieving its milestones.
- Work closely with faculty and students at IIT-Delhi under the directions of the Project Directors/the CEO to help work towards the defined Vision and Mission of the Hub.
- 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 to the Hub Governing Body (HGB) of the IHUB, funding agencies and all other stakeholders.
- Assisting Hub officials in defining and implementation policies and procedures for best practices and towards building an effective team.

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 with interaction with Government agencies
 - Strong computer skills, preferably with experience in Microsoft Word, Excel, Power Point, Project, Outlook etc.

Compensation, Tenure and other details:

The monthly consolidated salary will be in the range of **Rs. 70,000 - Rs. 80,000** per month depending on the experience. There will be an initial probation period of 6 months.

General Instructions:

1. IHUB 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 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. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.
6. Candidate shall bring along with them the original degree(s)/certificate(s) and experience certificate(s) at the time of interview for verification.

How to Apply:

Interested candidate may apply on <https://forms.gle/y1ZVDHWpvdiwrQ3SA> with a resume latest by **29th April 2022**. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.