

# IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2024/Hiring/03

Date: 05/03/2024

## **Advertisement inviting applications for the Position Senior Project Manager**

We are [IHUB ANUBHUTI-IIITD FOUNDATION](#), 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](#). See <https://www.nmicps.in> for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit <https://ihub-anubhuti-iiitd.org> to understand more about our mission, our work, our people and our innovations.

### **Job Summary:**

We are seeking an experienced Senior Project Manager to lead and manage the administrative aspects of our innovation hub. This role requires a strategic thinker with exceptional project management skills, who can oversee multiple projects, coordinate efforts across different teams, and perform comprehensive risk analysis. The ideal candidate will have a proven track record of managing complex projects, optimizing processes, and driving efficiencies to ensure the smooth operation of the hub.

### **Key Responsibilities:**

1. Lead the planning, execution, and closing of projects related to the administration and operation of the iHub.
2. Coordinate cross-functional teams to ensure project milestones are met on time, within budget, and to the highest quality standards.
3. Conduct detailed risk analysis to identify potential issues and develop mitigation strategies to ensure project success.
4. Implement project management best practices and methodologies to streamline workflows and enhance efficiency.
5. Develop and maintain comprehensive project documentation, including project plans, budgets, and status reports.
6. Serve as the primary point of contact for project stakeholders, providing regular updates and ensuring alignment with overall strategic objectives.
7. Facilitate collaboration across departments to ensure seamless integration of initiatives and alignment with organizational goals.
8. Evaluate project outcomes and provide recommendations for continuous improvement.

# IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

---

## Qualifications:

1. Bachelor's degree in business administration, Project Management, or a related field. Master's degree or relevant certification (e.g., PMP, PRINCE2) is highly desirable.
2. Minimum of 10 years of experience in project management, with a proven track record of successfully managing large, complex projects.
3. Strong leadership skills and experience managing cross-functional teams in a dynamic and fast-paced environment.
4. Excellent analytical and problem-solving abilities, with a keen attention to detail.
5. Superior organizational and time management skills, with the ability to prioritize tasks effectively.
6. Exceptional communication and interpersonal skills, capable of working with diverse stakeholders and facilitating consensus.
7. Proficiency in project management software tools, methodologies, and best practices.
8. Knowledge of risk management and quality assurance control.
9. Passion for innovation, technology, and entrepreneurship.

## Necessary Traits

1. Attention to Detail
2. Proactive, positive, and self-organized
3. Able to communicate ideas clearly and concisely.
4. Ability to work under pressure.
5. Excellent professional and work ethics.
6. Collaborative Team Player
7. Deep sense of accountability & ownership
8. Comfortable in hybrid mode of working.

**Salary Range:** INR 12- 15 Lakhs per year

## Other Benefits

1. Positive and Professional work environment and culture
2. 30 days of Paid Leaves
3. Flexibility to work remotely.
4. Paid Sick Leave
5. On Campus cafeteria, gym, yoga, swimming pool and other sports facilities

**Work Location:** New Delhi - Onsite @ IIIT-Delhi Campus, Delhi 110020

## 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.

# IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIT-Delhi)

---

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.

## **How to Apply:**

Interested candidates may apply on the [Application Form](#). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.