

**IHUB ANUBHUTI-IIITD FOUNDATION**  
**Indraprastha Institute of Information Technology Delhi**  
Okhla Industrial Estate, Phase III, New Delhi – 110020

**Advertisement inviting applications for the Manager position**

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 a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a sector-agnostic Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” to be supported by the Science and Engineering Research Board (SERB), Department of science and Technology (DST), Govt of India for five years, following which it should generate its own revenue to continue with its functions.

The foundation is looking to hire an individual on the Manager position and invites online applications for the position with a walk-in interview on the defined date and time.

**Job Title:** Manager

**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-to-day 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:**

- Assisting the Foundation in defining and implementing its strategic plans towards achieving its milestones.
- Work closely with faculty and students at IIIT-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.
- 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 85,000/- per month, 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.

**Age:** Preferably less than 40 years

**Separation condition:** 1 calendar months' notice in writing for separation on either side or salary in lieu of the notice period.

### **General Instructions:**

1. The candidates are preferred to apply online before the date of walk-in interview. However, the candidate, fulfilling the essential qualification and experience, may opt for direct walk-in interview by coming to the HR Division of the IIIT Delhi, at least two hours prior to the commencement of the walk-in interview, i.e. by 9 AM, Feb 25, 2021. Failing to report by

then, the candidate may not be entertained to participate in the walk-in process for selection. All candidates should come for walk-in with a copy of their detailed Biodata/Curriculum Vitae and the relevant documents in original with a photocopy of each (towards proof of academic qualification and experience). Any candidate not fulfilling the essential qualification will be denied participation in the walk-in.

2. Eligible candidates can report at A-209 (HR Department), Academic Building, IIT-Delhi, Okhla Industrial Estate, Phase-III, New Delhi-110020.
3. The IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
4. The IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Eligibility of a candidate to the post will not automatically mean that he/she will be allowed to participate in the walk-in session of the recruitment process. No request in this regard will be entertained for review etc.
6. The selected candidate will be expected to join within 10 days from the date of issuance of the Offer of Appointment, failing which the candidate may not have any claim on the offered position.

**How to Apply:**

Interested candidate may apply at <https://iiitd.ac.in/careers/staff> . The last date for submitting online applications is 24<sup>th</sup> February 2021. All those who fulfill the essential qualification and experience and have applied for the position online, can come for the walk-in interview on the above specified date and time.