Job Description for the post of Incubator Coordinator at IIIT-D
November, 2014

Position Brief
IIIT Delhi, a Research University set up by the Government of NCT of Delhi, is seeking a high caliber professional on Full Time/ Part-Time basis for Establishment of incubation facility at IIIT Delhi and managing its operations post establishment under the Under guidance of Indian Angel Network (IAN) Incubator. The Incubator Coordinator is responsible for various activities/initiatives required for set-up and running the incubation centre. The University is often referred to as Institute, since the University consists of just one entity, the Institute.

Designation: Incubator Coordinator

Responsibilities
- Formation of entity for incubator
- Coordinating with various regulatory bodies for establishing the incubator
- Applications and documents preparation
- MoU Structures
- Soliciting applications for Incubation facility, sorting, vetting and processing further
- Working closely with IAN Incubator for handholding incubates
- Managing all documentation and agreements related to incubate relationship
- Managing incubator – mentor connect
- Monitoring progress of incubate
- Handholding till the incubatee is ready for next level

Employment type: Full-time/ Part-Time

Candidate profile

Required
- Good communication skills – written and oral
- Ability to plan and organize, manage information, and relationship management
- Experience in dealing with government bodies will be useful
- Prior experience in dealing with entrepreneurs, young start-ups, SMEs
- Process orientation to leverage IAN Incubator structure/processes, etc. for the new incubator
- experience with startups will be an added advantage

Desirable
- Demonstrated experience in multitasking, senior management and meeting deadlines.
- Ability to take initiatives and drive them to conclusion.
- Good at networking, the person should have a prior experience of setting up the incubation facility/ start-ups would be an added advantage

Education
Some exposure to networking, business/marketing communication, relationship management. Could have degree in MBA / Engineering but not necessary

Reporting: To Director/ IAN Coordinator, IIIT-D

Compensation
For full time, the compensation can be Rs. 16 Lacs plus (consolidated) per annum. For part-time, this will be decided based on role and time commitment.

Location: New Delhi (Okhla, Phase III, near Govind Puri Metro Station)

Contact details: Manager, HR, Anoop Singh, email: anoop@iiitd.ac.in

General Information/Condition/Instructions:
1. The appointment will be on done on contract for few years.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The applications received will be accessible under RTI Act only up to six months from the date of closing.

Campus:
IIIT-D has a modern campus spread over 25 acres of land in South Delhi at Okhla, Phase III, New Delhi.

How to apply:
The complete CV with names and contact information (email, telephone number) of at least three references thru mail @ admin-hr@iiitd.ac.in with subject "**Post of Incubator Coordinator at IIIT-D**" latest by December 03, 2014. Shortlisted candidates will be invited for an interview in mid December.