

WALK-IN-INTERVIEW

Applications are invited from dynamic, committed and value based Indian Nationals with proven ability to fill the following position on Contract basis.

Name of the Post	Qualification	Pay Scale	No. of Post
Manager, Business Incubation Centre IKGPTU, Kapurthala	Post Graduate in any branch of Engineering & Technology	Rs 50,000/ (Consolidated salary)	01

The appointment shall be initially for a period of six months that can be further extended if the performance is found satisfactory.

Job Role and Responsibilities:

1. A highly motivated individual looking to work in the start-up ecosystem.
 - a. Knowledge of leading/ coordinating key activities in an incubator/ accelerator.
 - b. Overall understanding of the start-up incubation process and related challenges.
 - c. Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid “learn and implement” iterations, strong bias for action and outcomes-based orientation. •
2. Good overall leadership and networking skills.
 - a. Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary. •
Experience of running multi-functional teams. • Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)
3. Job Description

- a. Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.
- b. Work towards overall startup community mobilisation and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.
- c. Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required.
- d. Interact and maintain relationships with portfolio companies, mentors and partners.
- e. Ensure preparation of necessary portfolio reports for both internal and external purposes. Prepare all required reports and maintain a comprehensive set of records of all activities
- f. Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.
- g. Actively participate in events, seminars and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.

Date and Time: October 5th, 2023 11:00 AM

Venue: Committee Room, 1st Floor, G+3 Building,
IKGPTU Main Campus, Kapurthala

Advt.

Registrar