

Candidates are invited for the following positions on contract for 11 months, upto 31.03.2021. Contracts can be renewed based on requirements of the institute and performance of the candidates. All selected candidates will be on the payrolls of FIED, IIM Kashipur.

To apply, send your CV through an email to fied.sweta@iimkashipur.ac.in AND fied.roopam@iimkashipur.ac.in with a CC to fied@iimkashipur.ac.in (Ensure to send the email to all three ids).

Contact number and email must be clearly mentioned on the CV

Subject line MUST clearly mention the position for which you are applying.

Positions available:

1. CEO (1 post) – Salary upto INR 1.5 Lakhs – Minimum 10 years work experience
2. Business Manager (1 post) – Salary upto INR 1.25 Lakhs – Minimum 5 years work experience
3. Assistant Manager (1 post) – Salary upto INR 70000 – Minimum 3 years work experience
4. Executives/Administrators (2-3 positions) – Salary upto INR 40000 – Minimum 1 years work experience

Last date of Applying – **11 May**

Shortlisted candidates to be informed by 15 May

Interviews (Physical or through zoom) – 18th to 22nd May. Further instructions about interviews will be informed to the short-listed candidates.

Please note that all CVs will be screened thoroughly and only those candidates who fulfill the job requirements and have relevant experience will be invited for interviews.

Terms and conditions for all positions are as follows:

1. All positions are based out of Kashipur

2. Work timings are Monday to Saturday 9.30 am to 6 pm.

3. The contract will be for a period of 11 months with effect from the date the candidate assumes charge (maximum upto 31.03.2021). The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.

The details of all positions are given below:

CEO

Qualification and Experience: MTech/ MBA/ PGDM/Equivalent Masters degree in Management/ Finance/ Marketing/ Agri-Marketing/ Agri Economics/ Economics/ Technology/ Technology Commercialization/ Entrepreneurship from a recognized institute AND having relevant experience in at least 10 years in incubation, technology commercialization; supported incubators; Assessment and evaluation of projects startups. Experience in startup ecosystem is mandatory.

Job Description: The candidate will be on the rolls of FIED. The candidate will be required to take complete charge of the operations of FIED, and work towards crafting a long term strategy

for the incubation centre. This is a multi-disciplinary role demanding the candidate to look after the strategic, operational, sustenance, and growth related aspects of FIED. CEO will work with multiple stakeholders of FIED, including but not limited to the faculty, FIED staff, and IIM Kashipur students, Government, and startups.

BUSINESS MANAGER

Qualification and Experience: MTech/ MBA/ PGDM/Equivalent Master degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics// Technology Commercialization/ Entrepreneurship from recognized institute AND having relevant experience in at least 5 years in technology commercialization; supported incubators; Assessment and evaluation of projects startups. Experience in startup ecosystem is mandatory.

Job Description: The candidate will be on the rolls of FIED. The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, interacting with start-ups, faculty and staff; searching appropriate resource-persons, making start-up advertisements, organizing events, digital marketing, and content design. The candidate will be responsible for relationship management and collaboration with other colleges or corporates. The candidate should have good communication skills, excellent writing and proofreading skills. The candidate is required to complete the task assigned to him/her in a time bound manner.

ASSISTANT MANAGER

Qualification and Experience: MTech/ MBA/ PGDM/Equivalent Master degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics/ Technology Commercialization/ Entrepreneurship from recognized institute; having relevant experience in at least 3 years in technology commercialization; supported incubators; assessment, evaluation of projects startups. Experience in startup ecosystem will be preferred.

Job Description: The candidate will be on the rolls of FIED. The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, searching appropriate resource-persons, making start-up advertisements, digital marketing, and content design. The candidate will be responsible for relationship management and collaboration with other colleges or corporates. The candidate should have good communication skills, excellent writing and proofreading skills. The candidate is required to complete the task assigned to him/her in a time bound manner.

ADMINISTRATORS/EXECUTIVES

Qualification and Experience: At least a Bachelor's degree with one year work experience and exposure to startup ecosystem.

Job description: The candidate should either be:

- Capable of organizing large events
- Able to foster relationships with colleges and corporates
- Able to communicate well in English
- Have experience in managing trainings or have worked in an HR role earlier

OR

- Well-versed in SEO, SEM, SMM, SMO, PPC, email marketing.
- In depth knowledge of utilizing the right types of social media for different types of clients and market spaces.

- Capable of developing and implementing effective SEO/SMM strategies with the goal of producing high organic rankings on major search engines and generating increased targeted web traffic.
- Can make paid campaign for social media sites (Facebook, Instagram, Youtube and google ad)
- Experience in developing interactive and dynamic multi-media content (written, film or audio)
- Excellent writing and proofreading skills for the web.
- Knowledge of content management systems
- Experience of Photoshop, Illustrator and other designing softwares.
- Capable of designing posters and graphics for online and offline campaigns.