

Job advertisement

Urgent Requirement: Hiring on Fast Track Basis
Program Executives (5 positions)
Location: New Delhi

The Indian STEP and Business Incubator Association (ISBA) in collaboration with NIDHI-Centers of Excellence (Ahmedabad, Chennai, Coimbatore, Mumbai, Pune) is seeking young, competent, enterprising and dynamic Program Executives who can assist in shaping National programs aimed at strengthening the innovation and incubation ecosystem of the Nation. This will be done in close association with the NSTEDB department of the Department of Science and Technology, Government of India.

Designation	Program Executive
Number of positions	5
Location	New Delhi
Job description	The Program Executives will help with program monitoring/management activities, networking with stakeholders, ecosystem development etc in connection with the national innovation and incubation ecosystem. This role is suitable for young professionals with an interest in building a career in innovation/ incubation/ grant program management roles. This role will provide an opportunity to network nationally with various stakeholders in the national incubation ecosystem while also engaging with relevant Government of India departments.
Responsibilities	<ul style="list-style-type: none">• Assist in program implementation, monitoring and evaluation• Facilitate coordination with various stakeholders and partners• Assist in new program conceptualization, associated research, development and launch• Assist in budget planning, disbursements and expenditure tracking• Assist in program data compilation, management, analysis and reporting• Participate in and support meetings and events between stakeholders• Other tasks as requested by Reporting Officer
Qualifications	<ul style="list-style-type: none">• Necessary: Bachelor of Engineering or Technology or Masters in a Scientific Discipline from a reputed and recognized University / Institute. First Class (>60% or equivalent) or higher.• Desirable: MBA or equivalent. First Class (>60% or equivalent) or higher.
Experience	<ul style="list-style-type: none">• Necessary:<ul style="list-style-type: none">○ Comfort with MS Office tools, online collaborative tools○ Strong spoken/ written communication skills• Desirable: One or more of the following -<ul style="list-style-type: none">○ Prior work experience in a professional organization of 1-2 years

	<ul style="list-style-type: none"> ○ Prior exposure to incubators or investment firms or technology transfer organizations ○ Prior experience to government grant programs or planning activities ○ Prior formal entrepreneurial experience
Other requirements	<ul style="list-style-type: none"> ● Candidate must be an Indian national
Age limit	<ul style="list-style-type: none"> ● 30 years as of 1 Sep 2020 ● For exceptional cases, age relaxation of 5 years may be considered.
Joining date	<ul style="list-style-type: none"> ● Preferably, the selected person will be expected to join by 1 Sep 2020.
Contract terms	<ul style="list-style-type: none"> ● This will be a 1-year contractual position (that can be terminated by either party with due notice). The 1-year contract that can be extended based on performance and continuation of the project. The position shall automatically terminate co-terminus with the project funding this activity.
Consolidated emoluments	<ul style="list-style-type: none"> ● Will be as per prevailing norms of Government of India supported projects and depend on the qualifications/ experience of the candidate.

How to apply?

- Apply online at <http://bit.ly/programexec>
- Application requires candidate to submit:
 - Short Statement of Purpose
 - Upload a resume
 - Scanned copies of Certificates for Qualifications and Experience
 - Upload a video recording of the candidate describing his/her background in his/her voice
 - Proof of citizenship
 - Proof of last salary drawn
 - List and contact information of 2-3 referees

Tentative schedule:

1 August 2020	Job advertisement opens
20 August 2020	Job advertisement closes
1 September 2020	Joining starts

Contact information for clarifications:

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