

# Applications are invited for the posts in JNTUH Innovation Foundation TBI

Advt.No.JNTUHIF/Recruitment/05/2022

Date: 09-05-2022

JNTUH Innovation Foundation Invites online applications from eligible Indian Citizens for the appointment on Contract Basis for the post of Chief Executive Officer – 1 post, Program Manager – 1 post. For detailed information also visit , [www.jntuh.ac.in](http://www.jntuh.ac.in). Last date for the submission of application is **22-05-2022 by 4.00 pm.**

Sd/-  
Director,JNTUHIF

1. Application for the post of Chief Executive Officer
2. Application for the post of Program Manager

<https://docs.google.com/forms/d/11cmeOBFGZP9z8rTyPe4E69GmCM3Da5TTkaOdPs32jWo/edit>

# **Job Description - Incubation Program Manager**

## **About JNTUH NIDHI TBI Association**

TBI JNTUH is the incubation and acceleration arm of JNTUH set up in collaboration with the DST NIDHI, TBI. The objective of JNTUH NIDHI TBI is to nurture innovative startups by guiding them to become saleable and sustainable enterprises by leveraging the vast resources, expertise and networks of JNTUH through mentorship, education and investor connect.

Located within the JNTUH, Campus, TBI is a bustling incubation hub that will host ambitious entrepreneurs from JNTUH community and elsewhere.

We are seeking an enthusiastic individual for the new position of Incubation Program Manager. The primary responsibility of this position is to design, lead, manage, and market the JNTUH NIDHI TBI Incubation Programme and act as a sole owner of the assigned Program running at TBI-JNTUH.

## **Some of The Specific Responsibilities Include:**

- Work closely with the CEO to design, develop and run Incubation / Acceleration program.
- Develop and execute strategy for outreach, scouting, evaluating, selection and on-boarding of quality and innovative startups.
- Own, develop, and execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including - donors, startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Manage the day- to- day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Responsible for gathering relevant information for any grant reporting and preparing and submitting grant reports where required.
- Provide information for management reporting and prepare reports as necessary.
- Perform as a liaison between the clients, businesses and the incubator throughout the region.

### **Skills and Qualifications**

- Masters or bachelor's degree with min 5-7 years of experience. **Engineering Degree is desirable.**
- At least 3-5 years of experience working with entrepreneurs, startups, incubators.
- Possess skills required to manage Incubator/Incubate relationships including structural and operational procedures.
- Experience in being part of a growing company management team.
- Requisite network in the entrepreneurial ecosystem.
- Evidence of strong organizational, interpersonal and communications skills.
- Ability to work with diverse groups including businesses, entrepreneurs, major corporations, universities, the public and economic development organizations.

**Note:** Selected Candidate continues to work for a minimum period of 1 Year and Notice period shall be 3 Months.

### **Join the JNTUH Innovation Foundation – Technology Business Incubator (JIFTBI) Family**

JIFTBI has been setup with the support of Department of Science and Technology, Government of India. JIFTBI exists to create successful technology entrepreneurs by providing business incubation, advisory, mentorship and partnership support to selected startups. At JIFTBI we believe in creating opportunities that never existed before by empowering startups to innovate faster and introduce highly valued products and services into the market. With our startup ecosystem, we foster the participating startups to achieve greater results, that could transform our communities, industries, and nation.

We are looking for a motivated Leader, who could drive JIFTBI to achieve and exceed its goals and objectives. If you are passionate about helping budding entrepreneurs and nurturing them to grow to greater heights and be part of their success story. If you are motivated to participate in Growth and development of our nation and would like to make real impact on the ground to achieve these ambitious goals, you are the right candidate for this Role: **Chief Executive Officer of JIFTBI.**

<b>SNo.</b>	<b>Designation</b>	<b>Monthly Salary (Fixed)</b>
1.	Chief Executive Officer of TBI	Rs.1,25,000/-

The Appointment shall be initially for a period of 1 year that can be further extended if the performance is found to be satisfactory.

CEO shall be responsible, primarily for achieving the objectives and goals of the JIF-Technology Business Incubator in a sustainable and growth-oriented manner. She/He will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of JIFTBI. This position requires a team player with proven leadership qualities, excellent marketing & organization skills with a professional attitude.

#### **Job Responsibilities includes:**

CEO will be completely responsible for leading the TBI operations. This would be inclusive of the following.

1. Overall planning the activities, resources and operations of the incubator.
2. Create Incubation plans and implement them, assist in writing business plans, keep tract of the Incubation process, help the incubatees prepare proposals for getting funding etc.,
3. Plan various workshops/events/conferences for the Incubator.
4. Develop the mentor network for the incubator and work with them to make the incubated venture successful.
5. Forge partnerships with other organizations for providing services to the incubatees or the incubator, liaison with the government and industries
6. Marketing the Incubator and actively promote it through various channels.
7. Partnerships with angle investors and venture capitalists
8. Managing the TBI team and facilities.

9. Advisor to incubatees on few key functions (based on the CEO's background & Expertise)
10. Manage the TBI with stringent financial practices as per the policies and guidelines of DST.
11. Co-ordination with academia and students.
12. Complying with all regulatory requirements.
13. Any other activities which requires the CEO's involvement.

**Requirements:**

Knowledge of

- Business incubation programs
- Startup Ecosystem
- Venture Capital and Angel investing
- Marketing
- Research methods
- Public relations
- Program coordination
- Intellectual Property Law

**Education:**

*Essential*

- First Class Bachelor's Degree in Engineering from a Government recognized Institution/University [Desirable]
- First Class Master's Degree in Business Administration from a Government recognized Institute/University.

**Experience**

*Essential*

- The candidate should have a minimum of 10 years of experience at senior level in Startup Eco-system.

*Desirable*

Experience in Leadership Position in a business Incubator or  
Experience of Starting/Owing/operating and/or managing a business/Startup

**Salary**

Rs.1,25,000/- per month (fixed).

**Note:** Selected Candidate continues to work for a minimum period of 1 Year and Notice period shall be 3 Months.