



Opening for Incubation Manager/General Manager

Last Date for Application: May 25, 2018

Application Link: <https://iitmandicatalyst.typeform.com/to/CPfb1Z>

Note: Candidates that applied against advertisements for 'Manager' in Feb 2018 need not apply again.

IIT Mandi Catalyst is looking for an individual to manage and run the incubation center. Being a new organization and in a remote location, Catalyst offers unique sets of opportunity for creativity, dynamism and career growth for the deserving.

Catalyst aims to build a vibrant startup ecosystem in Himalayan region and welcomes those interested in contributing to this larger goal through enabling Catalyst's efforts in the region.

1. What is IIT Mandi Catalyst?

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by DST [GoI], HPCED, and Vishal Bharat Comnet, Chennai, Catalyst is incubating technology based startups focused on economic and/or social impacts. IIT Mandi Catalyst is a Sec-8 non-profit company and hence is a separate legal entity from IIT Mandi. Catalyst offers a startup destination that is peaceful yet vibrant, low cost and yet hi-tech, and sans long commutes - probably the best place to put minds to ideas. See more about Catalyst: www.iitmandicatalyst.in

2. Designation and Job Description

The position carries designation of **Incubation Manager**. In case of candidate having relevant experience of over 6 years, the designation may be called '**General Manager**'. Following are the primary responsibilities in this role:

1. Incubation Program Management
 - a. Designing and running incubation program(s), Regular engagement with startups
 - b. Providing/facilitating support to startups on various fronts, Keeping track of progress and support provided to startups, Maintaining resource bank and toolkits for startups
2. Community Management
 - a. Engaging with potential incubatees and creating pipeline of applicants through programs and events, Maintaining database of applicants and implementing selection process
 - b. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events, Designing and implementing outreach efforts/events, managing digital media presence
3. Administrative: Setting up infrastructure, Maintaining financial and administrative records

3. Essential Qualifications

1. A postgraduate degree; Minimum 4 years experience
2. Business Background/Understanding/Experience preferred; Proven ability to take initiative or thrive in/reinvent a non-standard role; Systematic record keeping of financial as well as administrative matters

4. Essential / Desired Traits and Skills

1. Excellent managerial, collaboration and networking skills with a proactive approach to work
2. Excellent interpersonal and communication skills, fluency in written and spoken English
3. Demonstrated interest to interact and connect with people. Candidate should preferably have a strong professional network in corporate/startup ecosystem



4. Strong experience of working in teams, managing subordinates and handling administration processes
5. Awareness of the power of startup ecosystems; Excitement in working with youngsters; Working knowledge of IP processes

5. Remuneration, Location, Accommodation

This position will have a consolidated monthly remuneration in the range of ₹50,000-80,000, negotiable based on factors such as relevant experience, education, suitability and commitment. It is a full-time contractual position for two years (3 month probation) which may be extended based on performance. The position is based out of Mandi, Himachal Pradesh. Accommodation on the IIT Mandi campus will be offered on a chargeable basis, subject to availability.

6. Work Hours

Normal work hours are 9 AM to 6 PM. However, Catalyst is in action round the clock. Typical activities/events organized by Catalyst run into late evenings and/or holidays/weekends. The role demands working extra hours and on call availability. The role will also require travelling on behalf of Catalyst from time to time.

For any queries, email us at: iitmandicatalyst@gmail.com or call 01905-267146

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. Catalyst reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled/terminated.

Contact Us

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Website: www.iitmandicatalyst.in

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