For more job news visit : www.kpscvaani.com

The Indian Institute of Technology Dharwad (IIT Dharwad), an autonomous institution under the Ministry of Education, is seeking applications for the following contract positions to support their upcoming BIRAC-sponsored BioNEST Bioincubator project:

- Manager - Incubation (1 position)
- Administrative Manager/Assistant (1 position)

Indian Nationals who meet the eligibility criteria are encouraged to apply online.

Manager - Incubation (1 position)

Key Responsibility:

- Set up and manage the BioNEST lab and office space.
- Operate and maintain sophisticated scientific instruments at BioNEST-IIT Dharwad
- Design, implement, and oversee incubation programs tailored to the needs of biotech startups.
- Develop metrics to assess program effectiveness and make data-driven improvements.
- Coordinate and deliver workshops, training sessions, and networking events for startups.
- Provide hands-on mentorship to startups/entrepreneurs with proposals, pitches, business plans, and fundraising
- Facilitate access to resources, including laboratory space, equipment, and industry connection
- Help acquire and install necessary equipment for the needs of startups.
- Prepare regular reports on incubation activities and outcomes for management and stakeholders.
- Evaluate the progress of startups and provide feedback for continuous improvement.
- Build strong relationships with startups, mentors, industry experts, corporates and government agencies.
- Facilitate collaborations, technology partnerships, and business development.
- Create marketing materials to showcase the incubated companies.
- Support the COO in achieving BioNEST's goals.
- Take on additional tasks assigned by the COO.

Essential Qualification:

- Hold a Ph.D. in Life Sciences with at least 1 year of experience, OR
- Hold a Master's degree in Life Sciences with at least 3 years of experience
- Experience in research and development (academic/corporate) or operating high-value scientific equipment (academic/corporate) is a plus
- Proven experience in managing incubation programs or working with startups, preferably in the biotech sector.
- Build strong relationships with startups, mentors, industry experts, and government agencies.
- Strong understanding of the startup ecosystem, funding landscape, and commercialization processes.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.

For more job news visit : www.kpscvaani.com

Relaxation in qualification for:

Experience working in a bio-incubator environment

Age Limit:

The candidate must not exceed 40 years as on the last date of application.

Remuneration:

Rs 60,000 per month consolidated

How to apply:
Candidates must apply by filling the online application form (Link). Please upload detailed Biodata and self-attested copies of all certificates of qualifications.

Date of Commencement: 26.09.2024
Last date for receipt of application: 10.10.2024

Administrative Manager/Assistant (1 position)

We're looking for a talented manager to join our team at dhaRti-BioNEST Incubation Centre, a startup incubator at IIT Dharwad. This is a fixed-term contract position until project completion and offers an exciting opportunity to make a real impact.

Key Responsibilities:

- Oversee daily administrative operations, ensuring efficient workflow and effective communication.
- Coordinate and manage office supplies, equipment, and facilities.
- Develop and implement administrative policies and procedures to enhance operational efficiency.
- Assist in organizing workshops, seminars, and events for incubator startups.
- Work closely with startup teams to provide administrative and financial support.
- Assist in developing funding proposals and managing grant-related documentation.
- Foster a collaborative environment that promotes the growth of incubated startups.
- Manage financial records, including budgeting, forecasting, and financial reporting.
- Process invoices, track payments, and maintain accurate accounting records.
- Conduct regular audits to ensure compliance with financial policies and procedures.
- Prepare monthly financial statements and reports for management review.
- Understand and manage procurement processes, ensuring adherence to organizational policies.
- Facilitate the procurement of goods and services through the Government e-Marketplace (GeM).
- Liaise with vendors and suppliers to negotiate terms and ensure timely delivery of products.

For more job news visit : www.kpscvaani.com

Essential Qualifications:

- Bachelor's degree in Business Administration, Accounting, or a related field; a Master's degree is a plus.
- Proven experience in administrative management and accounting, preferably within an incubation or startup environment.
- Candidates should be conversant with official procedures and should have experience in writing reports, proposals etc.
- Strong knowledge of procurement processes, particularly with Government e-Marketplace (GeM).
- Proficient in accounting software and MS Office Suite (Excel, Word, PowerPoint).
- Excellent organizational, analytical, and problem-solving skills.
- Strong communication and interpersonal abilities.

Desirable Qualification:

- Experience working in a startup incubator/bio-incubator environment.
- Experience in general laboratory practices and working knowledge of scientific instruments.
- Experience of computer applications, organisation of seminars/ training, workshops and high level meetings, drafting and noting.

Age Limit:

- The candidate must not exceed 40 years as on the last date of application.

Remuneration:

Rs 48,000 per month consolidated.

How to apply:
Candidates must apply by filling the online application form (Link). Please upload detailed CV and self-attested copies of all certificates of qualifications.

Date of Commencement: 26.09.2024
Last date for receipt of application: 10.10.2024