

# SSCBS Innovation and Incubation Foundation

(A Company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi)

CIN: U74999DL2016NPL306887

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**SSCBS Innovation and Incubation Foundation (SIIF) is a company promoted by Shaheed Sukhdev College of Business Studies, University of Delhi.**

Primary objective of SIIF is to actively promote entrepreneurship amongst students, alumni and faculty & staff of SSCBS, and also for external entities in course of time. SIIF is looking for suitable candidates for the following roles:

1. Manager
2. Analyst
3. Staff Attendant

**Send in your CV along with covering letter and your latest picture at [hr-siif@sscbsdu.ac.in](mailto:hr-siif@sscbsdu.ac.in)**

**Last date of submission: November 21<sup>st</sup>, 2017**

Relevant information for all the roles is given on successive pages.

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## **MANAGER**

We are inviting applications from you if you seek challenges and are keen to be engaged in every aspect of entrepreneurship and start-up eco-system, to handle diverse projects, to interact with industry experts and to run the entire incubation centre.

### **Experience & Qualification:**

- Minimum 6 years of experience in industry / consulting
- MBA or similar post graduate qualification in business / finance

### **Skills:**

- Strong understanding of how to manage and run a business unit
- Very good in communication skills, including the hands-on capability to write effective emails / letters, to prepare and make presentations, and to prepare detailed financial analysis and reports through worksheets
- Good knowledge and experience in social media like LinkedIn, Twitter, Facebook
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.
- Should be well conversed with accounting, administration and regulatory compliances

### **Behaviours:**

- Must be a go-getter, self-driven individual; ready to handle tasks across spectrum
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts
- Open to travel on business, if required

### **Job requirements:**

- Actively engage in creating the infrastructure, policies, processes and frameworks to help build an incubation campus at SSCBS.
- Actively engage in building environment for start-up and incubation within the students, alumni, faculty and staff at SSCBS.
- Continuously build the pipeline of start-up proposals from within the SSCBS fraternity and general public.

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- Take specific ownership of tasks pertaining to creation of an effective interface with the industry to foster, promote and incubate entrepreneurs, in a mission mode to create interface between the Company and the industry by devising innovative ways to create partnerships and linkages with business and community to enable knowledge transfer for common good.
- Help in developing strong connect between the Company and academicians / researchers to enable successful outreach efforts of the Company, including extensive business & technology collaborations at national and international level.
- Develop internal business processes and structure of Incubation Centre for smooth functioning of this organisation.
- Assist in ongoing activities to set up the incubation centre and work spaces in new campus of SSCBS
- Manage the entire incubation centre including administration and compliance
- Prepare various status reports, project ideas, plans and all relevant information required by the competent authority for publishing the health of the incubator/start-up ecosystem report.
- Find out strategic partners / alliances for incubation centre nationally / globally
- Keep the organization and stakeholders informed about developments in start-up ecosystem, regulations
- Carry out / get necessary business research carried out on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors
- Track, manage and review all the start-up projects under SIIF to ensure that they are complying to SIIF stipulations, follow-ups and taking updates from project teams; provide them with critical business and strategic inputs on regular basis
- Carry out relevant analysis / review of such projects
- Track incubation policy at national and international level and help SIIF take best advantage of ecosystem support via CSR, Govt. funds and international bodies.
- Help in managing the entire incubation centre including administration and compliance
- Identifying relevant contacts in the industry and communicating with them on behalf of SIIF; engaging with them for SIIF / projects under SIIF / college visits. Includes engaging the alumni for similar activities
- Directly assist the CEO for his presentations, analysis and other functional tasks with him from time to time

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- Act as back-up of the CEO while he is not in office due to travel / business meetings
- Assist the CEO in managing internal corporate governance; holding of business meetings as well as Board meetings, EGMs / AGMs
- Coordinate with vendors of services and goods
- Work along with chartered accountants and other professionals for compliance, financial reporting, taxation, reporting, maintaining documents / registers etc.
- Co-ordinate with other incubator centres and creating skill sharing platforms across institutions.
- Interact with other incubation centres, VCs, mentors in India and abroad
- Handle procurement and basic office administration
- Build the required office administration processes and policies for running the incubation centre
- Attend / participate / speak at various entrepreneurship events and business conferences
- Co-author business articles along with other colleagues at SIIF for publishing in newspapers / journals

## Other information

- Place of work: Delhi
- Contractual employment for three years, renewable on mutual agreement
- Six day working week
- Salary range: Rs. 6 lakhs – Rs. 7.2 lakhs per annum all inclusive
- Mode of selection: Interview after screening of CV and covering letter
- CV should include two references: Name, designation, contact number, email address, and how that person is known to you
- Age no bar

## **Analyst**

We are inviting applications from you if you have confidence and capabilities to be an integral part of the core team to run the incubation centre and be part of the exciting entrepreneurial eco-system

### Experience & Qualification:

- Minimum 2 years of experience in industry / consulting
- Graduate or post graduate (MBA or similar qualification)

### Skills:

- Very good in communication skills, including the hands-on capability to write effective emails / letters, to prepare presentations, and to prepare good worksheets
- Good knowledge of social media like LinkedIn, Twitter, Facebook
- Must be aware on how to prepare, launch and manage website, including update of contents on at least weekly basis.
- Should be aware of basic accounting, administration and regulatory compliances

### Behaviours:

- Must be smart, confident and a self-driven individual; and be ready to handle tasks across spectrum
- Should be a team-player, with ability to understand stakeholders and their expectations
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts
- Open to travel on business, if required

### Job requirements:

- Help in preparing operating financial statements for SIIF.
- Prepare various status reports, project ideas, plans and all relevant information required by the competent authority for publishing the health of the incubator/start-up ecosystem report.
- Help the CEO and Manager in running the entire incubation centre including administration and compliance
- Prepare various reports and presentations as and when required

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- Keep the organization and stakeholders informed about developments in company and projects
- Prepare various reports and presentations as and when required
- Track incubation policy at national and international level and help SIIF take best advantage of ecosystem support via CSR, Govt. funds and international bodies.
- Co-ordinate with other incubator centres and creating skill sharing platforms across institutions.
- Track all the projects under SIIF to ensure that they are complying to SIIF stipulations, follow-ups and taking updates from project teams
- Help in managing the entire incubation centre including administration and compliance
- Communicate with various contacts provided by CEO and Manager; engaging with them for SIIF / projects under SIIF / college visits. Includes engaging the alumni for similar activities
- Directly assist the CEO and manager for their presentations, analysis and other functional & business related tasks with them from time to time
- Interact with other incubation centres, VCs, mentors in India and abroad
- Carry out necessary business research carried out on entrepreneurship, start-ups, co-working spaces, government regulations, industry sectors
- Manage diary of CEO and assisting CEO in all his travel arrangements etc.
- Manage all office documents, files and communications
- Attend / participate / speak at various entrepreneurship events and business conferences
- Co-author business articles along with other colleagues at SIIF for publishing in newspapers / journals

## Other information

- Place of work: Delhi
- Contractual employment for three years, renewable on mutual agreement
- Six day working week
- Salary range: Rs. 3 lakhs – Rs. 3.6 lakhs per annum fixed
- Mode of selection: Interview after screening of CV and covering letter
- CV should include two references: Name, designation, contact number, email address, and how that person is known to you
- Age no bar

## **Staff Attendant**

We are inviting applications from you to be an integral part of the core team to run the incubation centre

### Experience & Qualification:

- 0-2 years of experience in providing support to office
- Graduate

### Skills:

- Good and respectful in communication
- Ability to organize office workspaces; managing of office
- Ability to provide basic support services to office and employees

### Behaviours:

- Must be a self-driven individual with a positive attitude towards any kind of tasks
- Should be honest, high on integrity and commitment
- Must be adaptable, open to learn new concepts and training

### Job requirements:

- Managing all office documents, files and communications
- Handling general house-keeping and maintenance of office, co-working spaces, equipment related to incubation activities
- Helping in procurement and office administration
- Stock keeping
- Maintaining log-book of co-working spaces
- Helping the incubatee companies on basic office support, equipment
- Running the pantry and servicing

### Other information

- Place of work: Delhi
- Contractual employment on annual basis, renewable every year on mutual agreement
- Six day working week
- Salary: Rs. 1.8 lakhs per annum fixed
- Mode of selection: Written test to assess general abilities and a brief interview for those who clear the test
- Age no bar