

The Foundation for Innovation and Technology Transfer (FITT) is hiring multiple program managers.

Job Title: Program Managers for coordinating National-level Innovation Programs.

The key tasks:

- i. Outreach for the program, reaching out to potential participants and institutions, including travel to various institutions for organizing outreach sessions, social media posts, etc.
- ii. Speaking about the program offerings, organization, and partners at the events.
- iii. Coordinate the program with the sponsoring agency, partner organizations, program participants, mentors, and trainers.
- iv. Reporting the activities to the funding agency on a regular basis.
- v. Coordinate training module development with the mentors.
- vi. Organizing events, boot camps, training sessions.
- vii. Contribute to the branding, industry message, and presentations.
- viii. Keep track of project finances based on the approved budget and follow expenditure and reporting/documentation guidelines.
- ix. Any other task as and when assigned by the reporting officer.

Profile:

- a. STEM graduate passionate about innovation and entrepreneurship.
- b. Experience working with a startup incubator or with entrepreneurship cell of colleges.
- c. Desired experience in program management.
- d. Self-driven individual with good written and verbal communication skills.

Annual Salary: CTC Up to INR 7.5 Lakhs commensurate with relevant experience.

Duration: For a fixed period of One year (with 2 months' probation). Further engagement with the organization will be based on requirements and performance.

The applications will be assessed as and when received. The vacancies will be closed once suitable candidates are selected (or by 15th March 2024, whichever is earlier).

How to apply: Please email a CV with a cover note to: incubation@fitt-iitd.in