

**FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER
(FITT)**

Advt. Ref. No. FT/11/2020

Date: 11th August, 2020

Vacancy Notification

Applications are invited from experienced, qualified and competent persons for the position of **Chief Operating Officer at FITT**. Interested candidates may apply in confidence with a CV covering educational and professional qualification, work experience, contact details and references etc. Also send your particulars in the excel format available at www.fitt-iitd.in and email to uttam.fitt@gmail.com. Applications should reach us by email with the subject as “**Application for the post of COO**” on or before **31st August, 2020**.

- 1. JOB TITLE :** Chief Operating Officer
- 2. COMPENSATION:** Up to Rs. 25 lakh Annual CTC (negotiable)
- 3. TENURE :** 3-year service contract with a 6-month probation. Based on performance, the tenure is renewable.
- 4. INTERNAL LIAISON** Institute Academics
- 5. EXTERNAL LIAISON** Industry, Financial Entities, Institute Alumni, R&D Organisations and Public bodies;
- AGE** Preferably below 55 years

JOB PROFILE : To achieve quantum, jump in the business verticals of FITT by leveraging institute resources – mapped with user demands for technology, product, process and linked with fund sourcing’s from Government, Industries, Financial Institutions, CSR and International Funding Agencies. The incumbent will be responsible for oversight of Finance and Administration, Budgeting systems, Investments, HR, Legal and Business Development. The job entails measurable and impactful targets
The Job description is not exhaustive and the post holder may be required to undertake other duties incidental / consequential to above primary responsibilities.

Qualifications and Experience:

Essential : A post graduate degree in Business Administration (specialisation in Finance) or equivalent from a reputed University / Institute. Possession of a higher technical degree is advantageous.

Desirable : An understanding of the Mercantile Laws incl. Indian Companies Act. and the general business environment / regulations / Tax regime / HR policies / MSMEs etc.

Minimum 12 years’ work experience in a managerial role in most or all of the following:

- Commercial roles in a corporate organisation with a scientific focus.
- An understanding of the academic environment, research contracts etc.
- Fund mobilization / Investment management

- Operations / Marketing / Finance

The candidate, is expected to possess the following attributes:

Must have requisite leadership skills necessary to lead, motivate and manage senior staff who have highly specialized knowledge of their areas of responsibility. Ability to implement multiple activities on time, within budget and at a high level of quality.

Demonstrated team-based, collaborative management style that supports open and frequent communication, extensive sharing of information, and participatory decision-making while building a culture of accountability.

Highly knowledgeable about financial accounting within non-profit organizations that generate revenue (including restricted grants) from multiple sources as well as contracts from government agencies, both of which have specific reporting / compliance requirements.

Must possess strong organizational skills; thorough and detail oriented; able to work independently and with a team.

Strong relationship and communication skills, strong ability to draft and deal with techno-commercial proposals. Proficient in computer usage / automation.

Mr Uttam Aswal
(Officer- Project/ Program)