

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

Advt. Ref. No. FT/11/2019

Date: 24th December, 2020

Vacancy Notification

JOB TITLE (Level): Project Associate (Finance and Management)

COMPENSATION: Consolidated upto Rs 80,000/- per month (higher amount if deserving)

TENURE : The appointment is for 6 months which may be extended on requirement.

AGE : Less than 50 years

JOB PROFILE :

The incumbent is required to carry out detailed financial analysis, budgeting, forecasting and devise SoPs towards viable functioning and facility / logistics management (including out-sourced services) of the upcoming Research and Innovation Park at IIT Delhi.

The person is expected to formulate optimal / quality service levels at the Park and suggest steps to implement modern management tools and processes.

The Job description is indicative only and not exhaustive. The incumbent may be required to undertake other related duties.

Qualifications:

ICWA / CA / MBA(F) / CFA or equivalent professional degree from a recognized and reputed institution. A qualifying degree in a STEM subject would be desirable.

Experience and Knowledge

- Preferably more than 5 years managerial / administrative experience with hands-on approach.
- Facility management in a large organisation
- Experience of resource and project management
- Proficient in financial, taxation, real estate and legal matters.
- Good understanding / experience of academic and R&D culture and processes.

Skills

- Commercial acumen with excellent drafting and IT skills
- Self-driven and strong relationship / communication skills
- Ability to prioritise with strong delivery focus
- Knowledge of GFR, contracts, mercantile laws etc.

Interested candidate may apply in confidence with a CV covering educational & professional qualification, work experience, contact details, references etc. Also send your particulars in the excel format available at www.fitt-iitd.org/in and email to uttam.fitt@gmail.com. The applications should reach us by email with the subject as “Application for the post of “_____” on or before **5th January, 2021.**

(Uttam Aswal)
Officer-Project/Program