



**GUJARAT UNIVERSITY
AHMEDABAD**

ONLINE APPLICATIONS ARE INVITED FROM THE ELIGIBLE CANDIDATES ON PURELY CONTRACTUAL BASIS AT RESPECTIVE INCUBATORS OF GUJARAT UNIVERSITY - AHMEDABAD AS BELOW:

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS AT GUJARAT UNIVERSITY STARTUP AND ENTREPRENEURSHIP COUNCIL (GUSEC) :

1. GUSEC | [SR VICE PRESIDENT - ADMIN & OPERATIONS](#)
2. GUSEC | [SR MANAGER - ADMIN & OPERATIONS](#)
3. GUSEC | [ASSISTANT MANAGER - VENTURE INVESTMENT](#)
4. GUSEC | [SR EXECUTIVE - FUND RAISING](#)
5. GUSEC | [SR EXECUTIVE - WEB & SOCIAL MEDIA](#)
6. GUSEC | [EXECUTIVE - FRONT DESK](#)

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS AT AIC-GUSEC FOUNDATION:

1. AIC-GUSEC FOUNDATION | [ASSISTANT MANAGER - STARTUP SUPPORT](#)
2. AIC-GUSEC FOUNDATION | [SR EXECUTIVE - HR & ADMINISTRATION](#)
3. AIC-GUSEC FOUNDATION | [SR EXECUTIVE - RESEARCH](#)
4. AIC-GUSEC FOUNDATION | [SR EXECUTIVE - FINANCE & LEGAL](#)
5. AIC-GUSEC FOUNDATION | [EXECUTIVE - INCUBATION](#)
6. AIC-GUSEC FOUNDATION | [EXECUTIVE - PROGRAMS](#)

APPLICATIONS CAN BE MADE NO LATER THAN 11:59 PM INDIAN STANDARD TIME, ON MARCH 16, 2024, BY FILLING THE ONLINE APPLICATION FORM.

APPLICATION LINK - [CLICK HERE](#)

More details about each role can be found below.



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GENERAL TERMS AND CONDITIONS FOR ONLINE APPLICATIONS AT GUSEC AND AIC-GUSEC FOUNDATION ARE AS BELOW:

1. Candidates are advised to confirm their eligibility for the position before submitting their application and carefully review the instructions provided below. The online application period is from 02/03/2024 to 15/03/2024. No other method of application will be accepted. Applications received after the deadline will not be considered.
2. Fulfillment of the eligibility criteria does not guarantee candidate selection for the interview. GUSEC/AIC-GUSEC Foundation reserves the right to limit the number of candidates shortlisted for further recruitment based on higher qualifications and/or experience.
3. Candidates deemed ineligible will not receive individual notification. GUSEC/AIC-GUSEC Foundation/Gujarat University will not respond to individual queries regarding application status. Additional information may be requested from applicants during the screening process.
4. Only shortlisted candidates will be contacted via email for interviews. Details regarding the interview process will be communicated to the shortlisted candidates. Shortlisted candidates must bring / submit all original certificates, degrees, and relevant documents for verification during the interview, along with photocopies.
5. In case the required documents as mentioned in the application are found invalid / missing during the verification process, the Candidate shall not be allowed to appear for the interview and his / her application shall be disqualified.
6. GUSEC/AIC-GUSEC Foundation/Gujarat University reserves the right to modify the position, terms, and conditions of the advertisement, and may choose not to fill the post if deemed necessary. Decisions made by GUSEC/AIC-GUSEC Foundation/Gujarat University regarding this selection process are final.
7. Candidates attempting to exert direct or indirect pressure, including political or social pressure, on the officers and staff of GUSEC/AIC-GUSEC Foundation/Gujarat University during the recruitment process will be disqualified. No interim correspondence will be entertained.
8. Candidates are allowed to apply for a maximum of three positions from those advertised. If more than three applications are submitted, only the first three applications (based on the date and time application) will be considered, other than that additional applications will be disqualified. For multiple applications, kindly fill different online applications.
9. In the event of any inadvertent errors in the selection process, GUSEC/AIC-GUSEC Foundation/Gujarat University reserves the right to modify, withdraw, or cancel any communication or offer made to candidates, even after the issuance of appointment letters. In case of disputes or ambiguity, the decision of GUSEC/AIC-GUSEC Foundation/Gujarat University shall be final and binding.
10. GUSEC/AIC-GUSEC Foundation/Gujarat University reserves the right to transfer its employees to any department as necessary.

In case of any query - write us at contact@gusec.edu.in



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ABOUT GUSEC: Gujarat University Startup and Entrepreneurship Council (GUSEC) is a non-profit, autonomous and independent company registered under the section 8(1)(a) of the Companies Act 2013, promoted by Gujarat University to support student startups, student entrepreneurship, and student innovations. GUSEC is supported under the NIDHI-TBI scheme by the National Entrepreneurship Board (NEB) of the Department of Science & Technology, Government of India.

GUSEC is Gujarat University's flagship startup incubator with a vision and mission to convert 1% of university students into innovators and entrepreneurs. Over the last 7 years, GUSEC has built an accelerated growth ecosystem for early-stage entrepreneurs with access to on-ground support on mentorship, funding, network and resources.

Gujarat University Startup and Entrepreneurship Council (GUSEC) is one of India's leading startup support systems, which has set an unprecedented benchmark by facilitating at zero-cost. Right in the heart of Gujarat University, with an ever-growing infrastructure, 500+ innovative tech and non-tech startups, GUSEC has played a pivotal role in shaping and nurturing the startup ecosystem in Gujarat. More information at www.gusec.edu.in

Details of the positions at GUSEC are as below:

1. SR VICE PRESIDENT - ADMIN & OPERATIONS

We are looking for a dynamic and experienced Sr Vice President for Operations and Administration to join our team. The Sr VP for Operations and Administration will play a critical role in overseeing the operational and administrative functions of the incubation center, ensuring efficiency, effectiveness, and alignment with strategic objectives.

KEY RESPONSIBILITIES:

- Develop and implement operational strategies and initiatives to support the achievement of the incubation center's goals and objectives. Collaborate with other Senior leaders to develop and implement policies, procedures, and best practices to optimize operational performance.
- Oversee all administrative functions, including facilities management, procurement, budgeting, and resource allocation. Lead a team of operations and administrative professionals.
- Manage external vendors, service providers, and partners to ensure the smooth operation of the incubation center. Coordinate with relevant stakeholders to plan and execute events, programs, and initiatives that support the incubation center's mission and objectives.
- Ensure compliance with regulatory requirements and industry standards related to operations and administration. Serve as a strategic advisor to the executive team, providing insights and recommendations to support decision-making and drive organizational success.
- Manage grant agency's fund and necessary reporting from time to time.



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ELIGIBILITY:

- Bachelor's degree is required; Master's degree preferred. Experience in the banking / finance sector or a similar environment is a plus.
- Minimum 7 years of experience in operations / administration / banking / finance, with at least 4 years in a senior leadership role.
- Proven track record of successfully leading and managing operational functions in a dynamic and fast-paced environment. Strong leadership and management skills, with the ability to inspire and motivate teams to achieve excellence.
- Excellent communication, interpersonal, and negotiation skills. Strategic thinker with the ability to develop and execute effective plans and strategies. Ability to thrive in a collaborative and cross-functional environment.

TYPE OF APPOINTMENT: 1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

COMPENSATION:

Competitive salary based on the experience.

2. SR MANAGER - ADMIN & OPERATIONS

We are looking for a highly skilled and experienced Sr Manager - Admin and Operations to join our team. The Sr Manager - Admin and Operations will be responsible for executing all administrative functions and operational processes to ensure the efficient and effective operation of the incubation center.

KEY RESPONSIBILITIES:

- Lead and manage the administrative team, providing guidance and support to ensure high performance and productivity. Manage day-to-day administrative tasks, including office management, facilities maintenance, procurement, and inventory management and finance.
- Develop and implement policies, procedures, and best practices to streamline administrative processes and enhance operational efficiency.
- Collaborate with internal teams and external vendors to ensure the timely delivery of supplies and services. Assist in budget planning and management, tracking expenses, and identifying cost-saving opportunities. Support the planning and execution of events, programs, and initiatives organized by the incubation center.
- Maintain accurate records and documentation related to administrative / HR / Finance and other activities.

ELIGIBILITY:

- Bachelor's degree is required; Master's degree preferred. Experience in a startup / incubation centre or a similar environment is a plus.



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- Minimum 5 years of experience in operations / administration / banking / finance, with at least 2 years in a leadership role.
- Strong leadership and management skills, with the ability to inspire and motivate teams to achieve goals and objectives.
- Excellent communication and interpersonal skills, with a startup friendly approach. Proficiency in office software and tools, including MS Office suite and project management software.
- Attention to detail and a focus on accuracy and quality. Knowledge of relevant laws, regulations, and compliance standards

TYPE OF APPOINTMENT: 1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

3. ASSISTANT MANAGER - VENTURE INVESTMENT

The Assistant Manager - Venture Investment will coordinate the Investments activities, working closely for raising capital for startups. The Assistant Manager will play a key role in evaluating investment opportunities, conducting due diligence, and managing relationships with startups and investors. The Assistant Manager - Venture Investment will also manage the portfolio of invested startups by the centre and coordinate their regular review, monitoring and documentation. The Assistant Manager shall be responsible for managing end to end funds received from the government / private sector for the investment in startups.

KEY RESPONSIBILITIES:

- End to End management of Investment activities at Incubation Centre including government funds. Work closely with startup founders to understand their business models, market potential, and funding needs.
- Lead in structuring investment deals, negotiating terms, and preparing investment memos / agreements and presentations. Cultivate relationships with angel investors, venture capitalists, corporate partners, and other stakeholders to expand our network and access to capital.
- Manage relationships with existing portfolio companies, providing strategic guidance and support to help them achieve their growth objectives. Collaborate with cross-functional teams within the incubation center to leverage resources and support the success of our portfolio companies.
- Stay informed about industry trends, emerging technologies, and market dynamics to identify new investment opportunities and strategic partnerships.



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ELIGIBILITY:

- Bachelor's degree in finance, business administration, economics, or a related field. Master's degree or MBA preferred.
- Minimum of 3 years of experience in venture capital, private equity, investment banking, or corporate finance, with a focus on early-stage investing and startup ecosystem.
- Strong financial modeling, valuation, and analytical skills, with the ability to assess the feasibility and potential of investment opportunities. Familiarity with venture capital databases, market research tools, and CRM systems is a plus.
- Excellent communication and presentation skills, with the ability to articulate complex concepts and investment thesis to internal and external stakeholders. Proficiency in Microsoft Excel, PowerPoint, and financial modeling software.

TYPE OF APPOINTMENT: 1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

4. SR EXECUTIVE - FUNDRAISING

We are looking for a dynamic and experienced Sr Executive - Fundraising to lead our fundraising efforts and secure financial support for our incubation center's programs and initiatives. The Sr Executive will play a critical role in building relationships with donors, investors, and partners to fuel the success of our startup ecosystem.

KEY RESPONSIBILITIES:

- Develop and implement a comprehensive fundraising strategy to support the incubation center's financial goals and sustainability. Collaborate with the incubation center's leadership team to align fundraising efforts with organizational priorities and objectives.
- Identify and cultivate relationships with individual donors, corporate sponsors, venture capitalists, foundations, and government agencies. Lead the planning and execution of fundraising campaigns, events, and initiatives.
- Prepare compelling fundraising materials, including grant proposals, pitch decks, sponsorship packages, and impact reports. Manage donor databases and CRM systems.
- Stay informed about trends and best practices in fundraising, philanthropy, and startup financing. Represent the incubation center at networking events, conferences, and industry forums to expand our donor and partner network.



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ELIGIBILITY:

- Bachelor's degree in business administration, marketing, nonprofit management, or a related field. Master's degree preferred.
- Minimum of 2 years of experience in fundraising. Experience in the startup ecosystem is a plus.
- Proven track record of successfully meeting fundraising targets and building strategic partnerships with donors and investors.
- Excellent communication skills, including the ability to articulate the value proposition of the incubation center and its impact on startups and the community. Proficiency in Microsoft Office Suite, CRM softwares and online fundraising platforms. Strong project management and organizational skills, with the ability to manage multiple priorities and deadlines effectively.
- Passion for entrepreneurship, innovation, and supporting early-stage ventures.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

5. SR EXECUTIVE - WEB & SOCIAL MEDIA

We are looking for a talented and experienced Sr Executive - Web and Social Media to join our team. The Sr Executive will be responsible for managing our online presence, including website content, social media platforms, and digital marketing initiatives, to effectively engage our target audience and promote the activities of our incubation center.

KEY RESPONSIBILITIES:

- Manage the incubation center's website, including content creation, updates, optimization, and maintenance to ensure a seamless user experience and alignment with organizational goals. Oversee social media accounts (e.g., LinkedIn, Twitter, Facebook, Instagram) to drive engagement, increase followership, and promote events, programs, and success stories.
- Collaborate with internal teams to coordinate digital marketing campaigns, events, and initiatives, ensuring consistent messaging and branding across all platforms. Create and curate high-quality, engaging content for website blog and social media channels to showcase the achievements and impact of our startups and initiatives.
- Monitor social media trends, analyze performance metrics, and provide insights and recommendations for continuous improvement and audience engagement. Stay informed about emerging technologies, best practices, and industry trends in web development, social media, and digital marketing to optimize our online presence and stay ahead of the curve.



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ELIGIBILITY:

- Bachelor's degree in marketing, communications, digital media, or a related field. Master's degree or certification in digital marketing is a plus.
- Minimum of 2 years of experience in digital marketing, web development, and social media management, preferably in a startup environment or incubation center.
- Proven track record of managing websites, social media platforms, and digital marketing campaigns to drive engagement, increase brand awareness, and achieve business objectives. Strong proficiency in web content management systems (e.g., WordPress), social media management tools (e.g., Hootsuite, Buffer), and analytics platforms (e.g., Google Analytics, Facebook Insights).
- Excellent writing and editing skills, with the ability to craft compelling and impactful content for diverse online audiences. Creative mindset with a passion for storytelling, visual communication, and digital innovation.

TYPE OF APPOINTMENT: 1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

6. EXECUTIVE - FRONT DESK

We are seeking a friendly and organized Executive - Front Desk to be the first point of contact for visitors at our incubation center. The Executive - Front Desk will play a crucial role in creating a welcoming and professional environment and providing administrative support to ensure the smooth operation of the facility.

KEY RESPONSIBILITIES:

- Manage the reception area, including maintaining cleanliness, organization, and presentation. Coordinate meeting room bookings and ensure that rooms are set up and equipped with necessary materials.
- Maintain records and databases related to visitor logs, and facility usage. Interact with visitors and guests. Answer phone calls, emails, and inquiries promptly and direct them to the appropriate person or department. Handle incoming and outgoing mail, packages, and deliveries.
- Assist in organizing and coordinating events, workshops, and seminars hosted at the incubation center. Provide administrative support to other team members and Senior Leadership.
- Uphold security protocols and procedures to ensure the safety and security of the facility and the occupants.



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ELIGIBILITY:

- Diploma / Graduation Degree is required; additional certification in office management or hospitality is a plus.
- At Least 2 years of Experience is required in a customer service, receptionist, or front desk role.
- Excellent communication and interpersonal skills, with the ability to interact professionally with individuals from diverse backgrounds. Strong organizational and multitasking abilities, with attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic computer skills. Ability to work independently with minimal supervision and thrive in a fast-paced environment. Positive attitude, reliability, and a willingness to learn and take on new responsibilities.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.



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ABOUT AIC-GUSEC FOUNDATION: AIC GUSEC Foundation is a not-for-profit company promoted by Gujarat University and supported by Atal Innovation Mission – NITI Aayog, Government of India. The company is established with a vision to be a global support system for innovators, entrepreneurs, and startups creating an impact in the society through innovation.

The foundation aspires to become a change agent by identifying, nurturing and supporting ideas with impact. For this, AIC GUSEC offers a collaborative, no-cost incubation program to for-profit social enterprises, and acts as a bridge between the solutions and problems of the society to the Nation. The foundation works extensively with the public governance bodies, international developmental organizations, non-profit organizations, impact investors and other civil-society stakeholders.

AIC GUSEC Foundations works in alignment with all of the 17 United Nations Sustainable Development Goals (SDGs). The incubator has a focal point mandate to work with technological startups and innovation and to help the scale to national and international level. The Foundation has intent to work with startups with technology along with focus on either agriculture, environment, education, financial inclusion and healthcare domain. More information at www.aicgusec.org

Details of the positions at AIC-GUSEC Foundation are as below:

1. ASSISTANT MANAGER - STARTUP SUPPORT

We are seeking a dynamic and proactive Assistant Manager to join our team at the Incubation Centre. The Assistant Manager will play a crucial role in supporting startups throughout their journey, from onboarding to growth. This position requires a blend of business acumen, project management skills, and a passion for fostering entrepreneurial success.

KEY RESPONSIBILITIES:

- Provide comprehensive support to startups in the incubation program, including but not limited to:
 - Leading the onboarding processes of startups.
 - Conducting regular check-ins with startups to assess their progress, address challenges, and offer guidance.
 - Facilitating connections with mentors, advisors, investors, and other relevant stakeholders.
 - Organizing and coordinating events, workshops, and networking opportunities for startups.
- Managing administrative tasks related to the operation of the incubation center and startup support programs. Collaborate with internal teams and external partners to develop and implement initiatives that enhance the support services offered to startups.
- Contribute to the development and refinement of processes, policies, and strategies to optimize the effectiveness of the startup support program.



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ELIGIBILITY:

- Bachelor's degree in Business Administration, Entrepreneurship, or a related field. Master's degree preferred.
- Minimum 3 years experience in a startup incubator, startup accelerator or a startup support organisation as an Incubation Manager, Incubation Executive or equivalent; or equivalent experience as a co-founder of a startup
- Strong understanding of business fundamentals, including finance, marketing, and operations. Excellent communication and interpersonal skills, with the ability to build rapport with diverse stakeholders. Proven organizational and project management abilities, with the capacity to multitask and prioritize effectively.
- Passion for entrepreneurship and a genuine desire to support early-stage startups in achieving their goals. Ability to thrive in a fast-paced and dynamic environment, with a proactive and resourceful approach to problem-solving.

TYPE OF APPOINTMENT: 1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

2. SR EXECUTIVE - HR & ADMINISTRATION

We are looking for a proactive and experienced Sr Executive to oversee HR and administrative functions at our Incubation Centre. The Sr Executive will play a pivotal role in managing human resources, fostering a positive work environment, and ensuring smooth day-to-day operations of the center.

KEY RESPONSIBILITIES:

- Develop and implement HR policies, KPI, procedures, and initiatives in alignment with organizational goals and best practices.
- Manage the full recruitment life cycle, including job postings, screening resumes, conducting interviews, and facilitating the onboarding process for new hires. Maintain accurate employee records and HR databases, ensuring confidentiality and data security. Ensure compliance with legal and regulatory requirements related to HR, labor, and workplace safety.
- Oversee payroll processing and ensure timely and accurate disbursement of salaries and benefits. Administer employee benefits programs and ensure compliance with relevant regulations. Manage employee relations activities and promote a positive work culture through engagement initiatives and events.
- Handle administrative tasks such as office maintenance, vendor management, and procurement of supplies and equipment. Maintain Purchase / stock registers and all the instruments / electronic items.



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ELIGIBILITY:

- Bachelor's degree in Human Resources Management, Business Administration, or a related field. HR certification is a plus.
- Minimum 2 years experience in HR and administrative roles
- Sound knowledge of HR principles, practices, and regulations. Proficiency in HRIS (Human Resources Information Systems) and MS Office Suite.
- Strong interpersonal and communication skills, with the ability to interact effectively with employees at all levels. Excellent organizational and time management abilities, with a keen eye for detail.
- Ability to work independently as well as part of a team, with a proactive and collaborative approach. Adaptability and resilience to thrive in a fast-paced and dynamic environment.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

3. SR EXECUTIVE - RESEARCH

We are looking for a dynamic and insightful Sr Executive to lead research efforts at our Incubation Centre. The Sr Executive will play a crucial role in conducting data-driven research, generating valuable insights, and creating impactful content to support the growth and success of our incubated startups.

KEY RESPONSIBILITIES:

- Conduct data-driven research on various aspects relevant to startups, including market trends, industry benchmarks, and emerging technologies. Support startups in leveraging research findings to refine their business strategies, validate their ideas, and scale their ventures.
- Analyze research findings to identify opportunities, challenges, and best practices for startups within our incubation program. Generate case studies, articles, and blogs highlighting successful startup stories, industry trends, and key insights for the startup ecosystem.
- Collaborate with the incubation team to curate success stories and showcase the achievements of our incubated startups. Stay updated with latest trends, developments, and innovations in the startup ecosystem, and provide regular updates and recommendations to the incubation team.
- Assist in the development and implementation of tailored programs and support systems for startups based on research insights and market analysis. Foster a culture of innovation and continuous learning within the Incubation Centre through knowledge sharing and dissemination of research findings.



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ELIGIBILITY:

- Bachelor's degree in Business Administration, Economics, Market Research, or a related field. Master's degree preferred.
- Minimum 2 years experience in conducting research, preferably within the startup ecosystem or related industries.
- Knowledge of research methodologies, including qualitative and quantitative research techniques. Strong analytical skills and proficiency in data analysis tools and techniques.
- Excellent written and verbal communication skills, with the ability to translate complex ideas into clear and compelling content. Creativity and storytelling ability to craft engaging case studies, articles, and blogs.
- Ability to work independently and collaboratively in a fast-paced environment, with a proactive and results-driven approach. Passion for entrepreneurship and innovation, with a genuine desire to contribute to the success of early-stage startups.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

4. SR EXECUTIVE - FINANCE & LEGAL

We are looking for a highly skilled and experienced Sr Executive to lead our Finance & Legal work at the Incubation Centre. The Sr Executive - Finance & Legal will play a critical role in managing financial operations, ensuring compliance with legal requirements.

KEY RESPONSIBILITIES:

- Oversee all aspects of financial management, including budgeting, forecasting, cash flow management, and financial reporting. Oversee accounts payable and receivable functions, ensuring timely invoicing, payment processing, and reconciliation. Management of different grants and funds.
- Develop and implement financial policies, procedures, and controls to ensure transparency, accountability, and compliance with regulatory requirements. Manage relationships with external stakeholders, including banks, auditors, tax authorities, and legal advisors. Handle RTI applications.
- Lead the preparation and review of financial statements, tax returns, and other regulatory filings, ensuring accuracy and timeliness. Oversee legal and regulatory compliance activities, including contract negotiation, intellectual property protection, and corporate governance.



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- Keep update of changes in financial regulations, accounting standards, and legal requirements affecting startups and small businesses, and ensure compliance across the organization.

ELIGIBILITY:

- Bachelor's degree in Finance, Accounting, Law, Business Administration, or a related field. MBA is preferred.
- Minimum of 2 years of experience in finance and legal roles.
- Strong understanding of financial principles, accounting standards, tax regulations, and legal frameworks relevant to startups and small businesses.
- Excellent analytical skills and attention to detail, with the ability to interpret financial data and make strategic recommendations. Proficiency in financial modeling, budgeting, and financial analysis techniques.
- Proficiency in accounting software and Microsoft Office suite.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

5. EXECUTIVE - INCUBATION

We are looking for a passionate and driven Executive to join our Incubation Center and play a key role in supporting startups at various stages of their growth journey. The Executive shall be a key member of the Incubation and Startup Support team, working on execution and implementation of several initiatives undertaken by incubator to support startups through incubation and other activities. The Executive shall work closely with the Startup Community to understand startups requirements and match the organization's resources accordingly.

KEY RESPONSIBILITIES:

- Serve as the primary point of contact for startups within the incubation program, building strong relationships and understanding their unique needs and challenges. Connect startups with relevant mentors, advisors, and industry experts to provide specialized support and guidance. Assist startups in accessing resources such as funding opportunities, legal and regulatory guidance, and market research.
- Conduct end to end onboarding of the startups with all necessary compliance work. Executing Incubation Agreements with startups. Ensuring Allotment of resources as required by the startups.



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- Monitor and track the progress of incubated startups, identifying milestones and success metrics, and providing ongoing support and feedback.
- Collaborate with the incubation team to evaluate and improve program offerings, processes, and resources based on feedback and outcomes. Contribute to the development of marketing and promotional materials to showcase the achievements and success stories of incubated startups.

ELIGIBILITY:

- Bachelor's degree in Business Administration, Entrepreneurship, or a related field.
- Minimum 1 year of experience working with startups or in an incubation/accelerator.
- Strong understanding of startup fundamentals, including business model canvas, lean startup methodology, and customer development principles.
- Excellent communication and interpersonal skills, with the ability to build rapport with founders, mentors, and stakeholders. Proven organizational and project management abilities, with the capacity to multitask and prioritize effectively.
- Passion for entrepreneurship and innovation, with a genuine desire to support early-stage startups in achieving their goals. Ability to thrive in a fast-paced and dynamic environment, with a proactive and resourceful approach to problem-solving.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.

6. EXECUTIVE - PROGRAMS

We are looking for a highly organized and detail-oriented Executive to assist programs and initiatives at our Incubation Centre. The Executive - Programs will play a vital role in designing, implementing, and managing various programs aimed at supporting the growth and success of our startup community.

KEY RESPONSIBILITIES:

- Develop and manage a portfolio of programs and initiatives to support the needs of startups within the incubation program. Work closely with the incubation team to identify key focus areas and priorities for program development, aligned with the goals and objectives of the Incubation Centre.
- Coordinate and facilitate workshops, training sessions, boot camps, and other educational programs to provide startups with essential skills, knowledge, and resources. Conduct programs aligned to the requirement of the grant agency and various mandates.



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- Monitor and evaluate the effectiveness of programs through feedback, surveys, and performance metrics, and make recommendations for improvement. Maintain program documentation, including schedules, agendas, participant lists etc.
- Collaborate with internal and external stakeholders to curate content, secure speakers, and organize events that add value to the startup community. Contribute to the development of marketing and promotional materials to raise awareness of programs and attract participants.

ELIGIBILITY:

- Bachelor's degree in Business Administration, Marketing, Education, or a related field.
- Minimum 1 year of experience working in program management, event planning, or community engagement roles.
- Strong project management skills, with the ability to plan, organize, and execute multiple programs simultaneously.
- Excellent communication and interpersonal skills, with the ability to engage and inspire stakeholders at all levels. Proficiency in Microsoft Office suite and project management tools. Creative thinking and problem-solving abilities, with a proactive and innovative approach to program design and delivery.
- Knowledge of startup ecosystems, entrepreneurship support organizations, and best practices in startup program development. Ability to work independently and collaboratively in a fast-paced and dynamic environment. Passion for supporting startups and fostering innovation and entrepreneurship.

TYPE OF APPOINTMENT:

1 Year contract including 3 months probation period. The Contract may be further renewed based on the performance.

AGE LIMIT:

Not more than 40 Years.

COMPENSATION:

Competitive salary based on the experience.