



AUD Centre for Incubation
Innovation and Entrepreneurship

A not-for-profit company

RECRUITMENTS

ACIIE is looking for a **Chief Operations Officer (COO)**, to join its core team and provide support in planning and implementation of various activities of the Centre.

The AUD Centre for Incubation, Innovation and Entrepreneurship (ACIIE) has been set-up by Ambedkar University Delhi, as a not-for-profit Company under Section 8 of the Companies Act 2013.

ACIIE aims to create a vibrant culture of entrepreneurship at AUD and provide support in conceiving and realizing real-life entrepreneurial initiatives focused on creating social transformation.

Key Roles and Responsibilities

- Lead and oversee administrative and logistical activities including management of core staff on a day-to-day basis, with regards to overall functioning of ACIIE.
- Assist functioning of the Executive Board, ACIIE, including ensuring timely completion of due compliances under the Companies Act.
- Oversee various incubation projects, ensuring due procedures, monitoring and guidance to the concerned incubatees at ACIIE.
- Plan and coordinate execution as well as extend technical support towards various activities of ACIIE, such as workshops, programs, events, etc. on a regular basis.
- Take proactive measures to network with external agencies, draft proposals and follow-up with regards to mobilization of funds for ACIIE from govt. and non-govt. sources.
- Undertake initiatives for promotion of ACIIE and its mandate within and outside Ambedkar University Delhi.
- Assist in building and expanding professional and institutional networking for the Centre.
- Any other activities related to the Centre.

Essential Qualification and Experience

Graduate or post graduate professional qualification from a recognized national or international institution of Design/ Business Administration and related disciplines, actively engaged in education and research with over 10 years.

Desirable Qualification and Experience

Preference shall be given to candidates having worked with similar organizations engaged in incubation, entrepreneurial start-up support or real-life projects, related to social development in sectors such as health, sanitation, education, micro-finance, sustainable energy, skill and livelihoods, etc.

Nature and Period of Engagement

Contractual engagement/ deputation for an initial period of one year and extendable based on need of the Centre and performance of the candidate.

Remuneration

Remuneration is negotiable and will be based on the professional competence and experience of the candidate.

Applications along with latest Curriculum Vitae for the above position should be sent to the Executive Director, ACIIE by email: admin.aciie@aud.ac.in latest by 31 May 2018.