



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: IRCC/EXT171/2024**

## **Job Title**

Project Manager

## **Job Reference Number**

50608447

## **Application End Date**

04.07.2024

## **Type of Employment**

Proj. Staff Contract

## **No. of Position(s)**

1

## **IITB Project Recruitment:**

Project title: Biomedical Engineering and Technology Centre (BETC) Incubation

About the project: BETIC, IIT Bombay is a leading center of medical device innovation, with team members drawn from mechanical, BioMed, design, electronics, materials, and software backgrounds, who are working closely with leading doctors to develop, test and commercialize a variety of innovative and affordable products. The center is funded by several government agencies (RGSTC, DST, BIRAC, and others). The work environment provides considerable scope for learning and networking.

## **Essential Qualifications & Experience:**

PhD

OR

MTech / ME / M Des /MD or equivalent degree with minimum 4 years relevant experience

OR

BTech / BE / MBBS/ MA / MSc / MCA / MBA or equivalent degree with 6 years relevant experience

OR

B.Sc./B.A./B. Com or equivalent degree with 8 years relevant experience

Desirable - MTech in Thermal & Fluids Engineering

## **Job Profile:**

- Lead and develop project plans, including scope, objectives, timelines, and resource allocation.
- Coordinate with cross-functional teams, such as engineers, designers, and manufacturers, to ensure project alignment.
- Monitor project progress and track key milestones, adjusting plans as needed to meet objectives.
- Manage project budgets, including forecasting, tracking expenses, and optimizing resource allocation.
- Conduct risk assessments and implement strategies to mitigate project risks.
- Communicate project updates to stakeholders, including progress, challenges, and resolutions.
- Facilitate meetings, workshops, and reviews to drive collaboration and decision-making.
- Ensure compliance with industry standards, regulations, and quality requirements.
- Resolve conflicts and address issues that arise during project execution.
- Foster a culture of continuous improvement, seeking opportunities to optimize processes and workflows.

- Conduct post-project reviews to evaluate performance, identify lessons learned, and implement best practices.
- Stay updated on industry trends, technological advancements, and best practices in electronics project management.
- Provide leadership and mentorship to project team members, fostering a collaborative and supportive work environment.
- Utilize project management tools and software to streamline processes and enhance productivity.
- Champion customer satisfaction by delivering projects on time, within budget, and meeting quality standards.
- Participating and contributing in ISO 13485 audits, MR meetings, design review meetings, documentation, quality control, testing, and product realization training to product officers and operations officers

***Pay Details:***

Level PR-O2: Salary range ( 67700-208700) per month + other allowances as applicable.

***General information:***

The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses.

For any queries/clarification please contact: [recruit@ircc.iitb.ac.in](mailto:recruit@ircc.iitb.ac.in)