INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT251/2024

Job Title
Project Manager

Job Reference Number
50626871

Application End Date
28.08.2024

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 various 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:
BTech in Electronics and Communication Engineering with 6 years experience in developing and designing hardware and working knowledge of firmware for medical devices.

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 Allowance (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