



## **Role: Program Manager for Centre for Intelligent Product Development (CiPD)**

We seek an innovative and experienced person to support the Center of CiPD at IIIT-Delhi. The candidate will assist in managing the day-to-day operations.

### **Key Responsibilities (including but not limited to):**

- Oversee, delegate and manage all departmental activities including faculty management, placement and student events.
- Ensure smooth administrative operations and high team experience to maintain an excellent student experience.
- Facilitate students and faculty members for onboarding to placement.
- Address and resolve student and faculty escalations effectively, ensuring efficient academic scheduling.
- Maintain and update physical and digital records with high accuracy and confidentiality.
- Organize and store documents, ensuring they are easily accessible for future reference.
- Ensure compliance with company policies and legal regulations regarding data management and storage.
- Collect and compile data from various sources to generate reports for internal and external stakeholders.
- Prepare regular and ad-hoc reports, ensuring accuracy, clarity, and timely submission.
- Assist in analyzing data to identify trends and insights for decision-making purposes
- To provide necessary support to make travel arrangements, organizing meetings/interviews/workshops, maintaining calendar, record keeping, tracking and filing.
- Manage social media posting, preparing press releases, etc.
- Work with the finance team for timely reimbursements, etc. and maintaining expense reports.
- Liaison with internal IIITD admin staff and external agencies.
- Any other work assigned from time to time.

### **Preferred Qualification & Experience:**

- Bachelor's degree in any field; advanced degree or relevant coursework in Electronics, Computer Science, Design, or related fields is a plus.
- Excellent written and verbal communication skills in English and Hindi
- Experience working on technology for governments and citizens.
- Experience of working in academic setups is a highly desirable
- Exposure to start-up ecosystems is a plus
- Understanding of financial rules and regulations
- 5-10 years of relevant work experience.

**Salary and Duration**

The consolidated salary will be in the range of 6-9 lakhs per year based on the candidate's qualifications and experience. The duration of the job will be 1 Year (annually renewable subject to centre requirements & availability of funds)

How to apply: Please send your CV with the subject, “Application for Program Manager for CiPD” to **cipd@iiitd.ac.in** and keep **sanjna@iiitd.ac.in** in cc. The last date for application is **15th December 2024**, however, applications will be processed as received, and the person will be asked to join as soon as possible.