



**ADVERTISEMENT
FOR
VARIOUS VACANT POSITIONS AT IIT MANDI IHUB AND HCI FOUNDATION**
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: About iHub: IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **“Human-Computer Interaction.”** The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the following positions:

1. Manager – Finance, Procurement, and Administration (1)
2. Manager – Partnerships and Collaboration (1)
3. Jr. Assistant–Administration (1)

Position 1: Manager - Finance, Procurement, and Administration

Key Responsibilities:

Finance & Accounts

- Develop and manage annual budgets, including preparation of periodic budget forecasts
- Bookkeeping of financial transactions of the company, maintaining financial records and financial statements of the company
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows)
- Manage applicable tax payments (GST etc.)
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.
- Reporting and liaising with funding agencies and stakeholders like customers, prospects, vendors

Procurement

- Create and implement cost-effective procurement strategies
- Assess the purchase requisitions, and compare proposals for price and specifications
- Negotiate with vendors to optimize costs with respect to procurement, compliance, and terms and conditions
- Manage and work in implementing deployable applications for automating the tracking of the shipment, inventory, and supply of materials
- Prepare monthly procurement reports
- Ensure adherence to all rules and regulations with respect to materials and assets

Administration

- Supervision of the day-to-day operations at office
- Develop, review, and improve administrative systems, policies, and procedures.
- Ensure the necessary supplies at the office, working and proper maintenance of all office equipment
- Work with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.

- Plan and schedule for preparation of office events, including meetings, conferences, interviews, orientations, and training sessions.
- Data keeping, organizing, and storing information using computers and filing systems.
- Any other tasks/duties as assigned by the company

Apply here: <https://forms.gle/rEaGcx5WB3iRSBSj7>

Position 2: Manager - Partnerships & Collaborations

Key Responsibilities:

- Establishing a systematic process for partner outreach and relationship management.
- Building and developing strategic and commercial relationships with our key targeted partners in the HCI area
- Building the partnership with the goal of building a Centre of Expertise in the selected area.
- Leveraging the partner’s reach in the market through proactive measures.
- Forecasting, measuring, and reporting the results of various projects with partners, including co-created and co-branded content promotions, lead sharing, and event partnerships.
- Working with other teams to ensure alliance and partnership goals synchronize with organizational goals.
- Encouraging and supervising any collaborations with partner brands.
- Negotiating and finalizing deals with partners and alliances that benefit the company
- Keeping a great ongoing relationship with current partners and exploring new ways to grow the partnership
- Coordinating with the public relations team to ensure that any information going out is in the best interest of the company

Apply here: <https://forms.gle/YGZwxT39f73ZXTFj6>

Position 3: Jr. Assistant - Administration

Key Responsibilities:

- Organize and schedule appointments and meetings. Maintain contact lists
- Manage the executive calendar
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize travel arrangements
- Book conference calls, rooms, cabs for official use, couriers, hotels, etc.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Produce reports, presentations, and briefs
- Develop and carry out an efficient documentation and filing system
- Coordinate repairs to office equipment
- Handle requests and queries appropriately
- Implement administrative duties and processes

Apply here: <https://forms.gle/K45dEQdrApJT9u8bA>

Essential Qualifications:

- All positions require a minimum bachelor’s degree in science, engineering, business, or any other relevant area with a minimum of 60 % marks (7 CGPA). A Master’s degree will be preferable.

Position	Qualification	Years of Experience
Manager	Bachelor’s Degree	10 Years
	Master’s Degree	7 Years
Jr. assistant	Bachelor’s Degree	0-2 Years

- Should have relevant experience.
- All positions require a clear focus on aligning with organizational goals and a business development attitude to communicate, present, assert, and speak to all the ecosystem stakeholders involved.

Desirable Skills/Traits:

- Experience of working with non-profit organizations/Incubators/Accelerators.
- Ability to take the initiative.
- Excellent collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills and fluency in written and spoken English.
- Strong professional network
- Strong experience in working in teams, managing subordinates, and handling administration processes

Remuneration and Accommodation:

Manager: CTC ₹8,40,000 to ₹12,00,000 Per Annum, Jr. Assistant: CTC ₹2,40,000 to ₹3,00,000 Per Annum based on relevant experience and suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis as per the institute's norms.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCI Foundation reserves the right to fill the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications must be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiiitmandi.in

Website: www.ihubiiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.