



WE'RE HIRING



TECHNOLOGY BUSINESS
INCUBATOR FOUNDATION
IIT ROPAR

POSITIONS

- ✓ Chief Operating Officer (COO)
- ✓ Accounts Executive
- ✓ Office Attendant

Last Date To
Apply



16.08.2025

APPLY NOW



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Chief Operating Officer (COO)



(Key Responsibilities)

Strategic Leadership

- Develop and execute operational strategies aligned with the organization's goals.
- Translate vision into actionable, measurable programs focused on impact, scale, and quality.
- Contribute to strategic planning and executive decision-making.

Program Implementation & Innovation

- Oversee efficient execution and evaluation of all programmatic initiatives.
- Lead startup incubation, innovation cohorts, and rural development programs with inclusivity in focus.
- Ensure coordination between operations, finance, and technology teams.

Partnership Development

- Build and sustain strategic partnerships with government, CSR bodies, academia, and NGOs.
- Drive co-creation, capacity building, and policy advocacy.

Human Resource & Organizational Development

- Lead HR strategy to foster innovation and a values-driven culture.
- Promote a dynamic workplace through team building and leadership.

Policy & Proposal Management

- Oversee policy implementation and align them with sector standards.
- Lead proposal writing, donor engagement and ensure sustainable program growth.

Operations Management

- Supervise day-to-day administrative functions and internal processes.
- Streamline workflows and enhance coordination.

Financial Management

- Manage budgeting, financial planning, audits, and compliance with regulatory norms.
- Ensure financial transparency and effective resource utilization.

Key Skills and Competencies

- Strong team-building and leadership abilities with operational oversight experience.
- Innovative thinker with a technical orientation; comfortable engaging with academia and startups.
- Solid understanding of financial reports (P&L, Balance Sheets).
- Excellent communication, negotiation, and networking capabilities.
- Familiarity with incubator/accelerator ecosystems, statutory frameworks, and funding processes.
- Knowledge of startup fundraising, equity arrangements, and term sheets.
- Understanding of Indian company law and compliance.
- Proficiency in sales, marketing fundamentals, and proposal writing (preferred).
- Experience with writing funding applications is desirable

Experience

- Minimum of 7 years of progressive experience in program management, organizational development, and multi-stakeholder project execution in the NGO/NPO domain.
- Experience in implementing CSR-funded initiatives with a focus on community engagement.
- Proven ability to manage cross-functional teams and deliver measurable outcomes.
- Familiarity with Section 8 company governance and CSR laws in India.
- Capacity to align technological advancements with social impact and data-driven leadership.

Accounts Executive



(Key Responsibilities)

- Maintain and update financial records, ledgers, and journals.
- Handle accounts payable and receivable processes.
- Prepare invoices, expense reports, and payment vouchers.
- Reconcile bank statements and ensure timely payments and collections.
- Assist in preparation of monthly, quarterly, and annual financial reports.
- Ensure compliance with tax laws, GST, TDS, and other statutory regulations.
- Support in audits and coordinate with internal/external auditors.
- Monitor cash flow, petty cash, and maintain proper documentation.
- Maintain vendor and customer accounts and handle related queries.
- Provide administrative support to the finance department as required.
- Procurement of Goods.
- Knowledge of GEM and PFMS.

Key Skills and Competencies

- Proficiency in MS Office, Tally/Excel, and English language.
- Knowledge of startup accounting requirements.

Experience:

2 years preferred



Office Attendant



(Key Responsibilities)

- Office support- including document handling, hospitality, and errands.
- Assist in logistics, printing, scanning, cleanliness, and guest management.
- Key Skills and Competencies
- Punctuality, teamwork, good communication, and adaptability.
- Basic handling of office equipment (with guidance).


Remuneration and Contract Period

(FOR ALL POSITIONS)

COMPENSATION WILL BE COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. THESE ARE CONTRACTUAL POSITIONS FOR A TENURE OF ONE YEAR AND RENEWABLE BASED ON PERFORMANCE.

NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. THE DECISION OF THE MANAGEMENT WILL BE FINAL REGARDING THE SELECTION PROCESS.

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