

ADVT No./ CSE/ Incubation and Excellence/ August 2020
Date:4.8.2020

POSITIONS AT INCUBATION CENTRE

Centre and School : Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

About Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Programmes in these fields.

(A) VICE PRESIDENT (INCUBATION AND EXCELLENCE)

To report to: Professor In-charge and Chairperson

Education qualification:

Post Graduate in any academic discipline, MBA or equivalent will be an added advantage

Experience:

Minimum 14 years' experience in leadership roles in government department/projects, non-government organisations, training and teaching organisations including academic institutions at a position handling direct implementation. Experience in leadership roles in business organisations and previous experience in working in incubation centre would be preferred

Essential criteria for short listing candidates:

Prior experience in managing incubation centre, incubation programme, mentoring startups managing executive education programmes

Job Roles:

- Overseeing the day-to-day operation of the Incubation Centre and the specific initiatives of incubation
- Marketing of Incubation and Academic Programmes run by the Incubation Centre
- Designing and managing Incubation and Acceleration programs
- Identifying and recruiting high-potential incubation fellows
- Provide high-quality coaching and advisory support to incubation fellows
- Guide and support start-ups for fundraising activity
- Manage funds by planning and developing the Incubation Centre budget
- Work with community stakeholders and advance community partnerships on behalf of the Incubation Centre

- Assist in developing and implementing policies governing the operation of the Incubation Centre, including meeting performance metrics and goals
- Exploring new external partnerships opportunities

Competencies Required:

- Demonstrated leadership
- Staff management and supervision
- Communication and personnel Management skills
- Ability to work with diverse groups

Duration of Engagement:

Initial period of one year extendable on satisfactory performance

Salary:

INR 1,35,000 per month (consolidated)

(B) ASSOCIATE VICE PRESIDENT (INCUBATION AND EXCELLENCE)

Reporting to: Professor In-charge & President/Sr. Vice President/Vice President (Incubation and Excellence)

Education qualification:

Post Graduate in any discipline, MBA will be an added advantage

Experience:

Minimum 12 years' experience in functional roles in government department/projects, non-government organisations, training and teaching organisations including academic institutions at a position handling direct implementation. Experience in independent or leadership roles in business organisations would be preferred.

Essential criteria for short listing candidates:

Prior experience in managing sales and marketing functions in reputed organisations, association with incubation, startup and/or mentoring related activities and managing executive education programmes

Job Role:

Incubation -

- Develop, execute and own operational and engagement strategy for all stakeholders including donors, startups, investors, corporates, mentors, advisors, and domain experts
- Ensure ambitious management of milestones and progress of the programmes
- Ensure timely submission of relevant reports pertaining to programmes
- Provide continued strategic guidance to incubatees in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, operations etc.
- Be the switchboard for incubatees to access relevant resources and connections
- Provide high-quality coaching and advisory support to incubatees and/or entrepreneurs

- Manage the day- to- day interaction with the incubatees
- Guide and support start-ups for fundraising activity

Excellence -

- Co-ordination and monitoring for short and long terms executive education programmes
- Coordination with Academic and other Partners, cross functional co-ordination within and beyond TISS
- Overall monitoring and review with all stakeholders
- Exploring new external partnerships opportunities
- Design and implementation of operational framework to successful partnership with external agencies

Competencies Required:

- Excellent analytical skill
- Demonstrated financial management capabilities - Budgeting, Budgetary Control, Cost Management etc.
- Excellent writing, interpersonal, presentation and management skills
- Enthusiastic and self-motivated
- Excellent negotiation skills
- Ability to work for a team
- Excellent coordination skill

Duration of Engagement:

Initial period of one year extendable on satisfactory performance.

Salary:

INR 1,00,000 per month (consolidated)

(C) MANAGER (INCUBATION)

Reporting To: Professor In-charge & Higher Positions at the Incubation Centre

Educational Qualifications:

Post Graduate in any discipline. Post graduate in social entrepreneurship, business management or social sciences will be preferred

Experience requirements:

- Min 4 years of work experience as entrepreneur or with coordination or operational roles in start-ups, incubation centre or incubation consultancy
- Good understanding of the social entrepreneurship ecosystem including investment
- Ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, industry experts, government and non-government bodies, angel investors, impact investors, venture capitalists and CSR managers

Essential criteria for short listing of candidates in all positions:

Prior experience in managing incubation centre, incubation programme, mentoring startups and managing executive education programmes

Job Roles:

- Managing day-to-day operations of Incubation Centre and the interfaces within and outside TISS
- Be the first point of contact for day- to- day interaction with the incubatees and entrepreneurs
- Be the channel for entrepreneurs for accessing quality resources and connections
- Develop and execute end to end approach for outreach, identifying, attracting and on-boarding deserving and innovative entrepreneurs and start-ups
- Work closely with enterprises in start-up and growth phase under the incubation programmes
- Ensure that the incubated enterprises get continued strategic guidance in key areas such as business modelling, sales & marketing, financing, strategy, operations and fundraising
- Provide inputs for both organizational and leadership development of the entrepreneurs
- Guide and support deserving enterprises in fundraising
- Create and manage a pool of quality mentors for advisory support to entrepreneurs
- Ensure tight management of milestones and progress of entrepreneurs and enterprises
- Develop and execute operational and engagement strategy for the entire community including donors, entrepreneurs, investors, corporates, mentors, advisors, and domain experts.

Competencies Required:

- Excellent stakeholder management both internal and external
- Excellent verbal and written communication skills
- Excellent writing, interpersonal, presentation and management skills
- Enthusiastic and Self-motivated
- Excellent team worker

Duration of Engagement:

Initial period of one year extendable on satisfactory performance

Salary:

INR 50,000 per month (consolidated)

How to apply?

Interested candidates may send detailed CV with details on the competences explained above to tiss.cse@tiss.edu. Emails with no mention about the specific position will not be considered for short listing.

Important Dates

Submission of CV of application with CV: August 17, 2020 – 06.00 PM

Tentative dates of online interview: from August 24 to 29, 2020 – only shortlisted candidates will be notified

Tata Institute of Social Sciences, Mumbai reserves all rights of shortlisting and selection, and will not communicate in any manner with individuals about the reason(s) thereof or otherwise.