



I. Background

NIELAN, the Technology Business Incubator of IIMR requires CHIEF OPERATING OFFICER on contractual basis to design and implementing business strategies, plans and procedures, supervise and coordinate the day-to-day operations of assigned departments and oversees the development and implementation of short-range and long-range goals and business plans. The duration of contractual engagement is coterminous with the project.

II. Minimum qualifications

Masters in Business Administration from a reputed business school, working experience of 5-10 years in project planning, monitoring and implementation and experience in supervisory position leading a team will be considered, the candidate must be within age group of not exceeding 45 years.

III. Role dimensions of COO

COO reports to the CEO. The incumbent takes on the operational responsibility of making sure the Technology Business Incubators objectives are met with. Here are the dimensions of the role. The field of Nutricereals is a Greenfield and lot of potential for creativity, innovation and enterprise. While we are looking for someone to have a broad idea on what we are looking for, we are not trying to fit an experienced profile in to a “Job description” and loose opportunity to leverage the experience and calibre of the incumbent. Based on the document we are looking forward to co-create a role that generates value for all the stake holders.

We are not too finicky about certificate qualifications or number of decades of experiences or successful track record, though they may be looked at for validation rather than qualification. We are looking for alignment, maturity, competencies and commitment for the job in hand.

IV. Operations Lead & Chief Administrator

As the chief administrator, the COO is responsible for maintaining the compliance requirements and hiring the team as needed, making sure the team has the skills needed to perform the various jobs required, and providing ongoing staff development to enhance their performances. He makes sure the TBI has the space, technology and other tools to do their jobs efficiently. In addition to overseeing the day-to-day operations of the TBI, he sets the example that motivates the staff to accomplish their routine tasks

100-Day Challenge: Develop Standard Operating Procedures (SOPs) for sourcing, procurement, logistics, Human resources, reporting formats for various stake holders, electronic and print communication.

V. Resource Mobilisation

TBI is a part of society and is eligible for raising resources (Cash & Non-cash) through donations, CSR of corporate, Government schemes, Subsidies etc. Attention to fund raising is critical as the numerous opportunities that we have can only be converted to reality through resources at the right time. While the rest of the staff may be aligned for support, being the leader, incumbent is expected to develop models for project finance /CSR and other funding and create network and maintains long-term relationships with key donors and potential donors.

The incumbent is to expect to keep track of the fund allocation and report project progress to CEO on time. Keeping them on track is critical performance indicator of the CEO and other stake holders as directed by the CEO.

100-Day Challenge: Makes project finance and fund raising grid in terms of different categories of fund available/grant /schemes/ based on grant objectives and expectations and an action plan to network and present our ongoing projects under TBI.



VI. Networking & Community Development

COO collaborates with others in the community to increase and maintain the TBI's visibility. He attends Entrepreneurial events, gives talks, conduct competitive events, participates as judge in investment pitches, evaluates business plans, coaches prospective entrepreneurs, ties up with various venture capitalist, investment groups and institutions and constantly build the business muscle of entrepreneurs under the TBI and attract new entrepreneurs from new segments,

100- Day Challenge: Make Institutional Grid of at least 100 different investor community members and their event calendar rope in venture capitalists, angle investors, banks and TBI participation strategy with outcomes in sync with TBI Goals.

VII. Communication & Media

Collateral development sets the organisation personality in place. In collaboration with CEO and the rest of the stake holders. The incumbent communicate the vision, mission, goals, and objectives and comes out with online and offline collaterals for different contexts including website and social media content. Communication plan includes annual and quarterly reports, newsletters, fundraising letters and event flyers, press releases and other marketing and advertising materials.

100 Day Challenge: Develops an offline and online media plan with road map and budgets and timelines. Launches the website and Social Media and news media plan.

VIII. Incubatees' promotions

Helping the incubatees to develop multiple kinds of capital ex: financial, customer satisfaction, intellectual property, compliance, this is one of the critical roles of COO, the incumbent is expected to promote incubatees in various forums through the network he establishes. This can be in supporting in distribution network, participate in exhibition, sensitising them on the brand value, conduct training and development programs to enhance their ability to promote and network.

100 Day Challenge: Create training & development calendar for various levels of incubatees. A frame work to assess their business maturity including licenses and compliance and take them forward to the next level.

IX. Designation, Reporting & Job Location

The designation shall be "Chief Operating Officer (COO)" and the reporting will be to **the Chief Executive Officer**. The job location will be in **Hyderabad** but may require frequent travel. The **selected candidate will get a remuneration of Rs.80,000/- per month with the annual raise of 10%**. The remuneration will be negotiable with a ceiling upto Rs.1,00,000/- per month. This will be considered only for exceptional cases with proven qualities in all / many points from I to IX.

X. How to Apply

Interest and eligible candidates may send their bio-data/resume through email on nielan-tbi@millets.res.in before 5.00 pm on **15-07-2017**. The educational / experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.



XI. Selection Process

A Selection Committee will short list, interview and recommend the candidate

XII. Other Terms & Conditions

- 1) Candidates are advised to give specific, correct and full information. All original certificates/document in support of information furnished in the resume / bio-data are to be produced at the time of Personal Interview, failing which the candidates may be disqualified for appearing in the Personal Interview.
- 2) The mere fact that the candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered for selection process. In case of overwhelming response, NIELAN-TBI reserves the right to shortlist the candidates. Only shortlisted candidates will be intimated through e-mail of the proposed Personal Interview.
- 3) NIELAN-TBI reserves the right to interview the shortlisted candidates only. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
- 4) Candidates are advised to keep their e-mail ID & Mobile Number active. All future correspondence will be sent via e-mail only.
- 5) NIELAN-TBI reserves the right to cancel this advertisement / recruitment without assigning any reason at any stage of recruitment process.

CHIEF EXECUTIVE OFFICER