

# TECHNOLOGY BUSINESS INCUBATOR- NIELAN

(SPONSORED BY DST, GOI)

ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH (IIMR)

RAJENDRANAGAR, HYDERABAD 500 030

## WALK-IN-INTERVIEW

### Position: CHIEF OPERATING OFFICER (COO)

#### I. Background

NIELAN (Nesting Incubation and Entrepreneurship through Leveraging Agri-innovations in Nutricereals), the Technology Business Incubator of IIMR (refer our website link [www.millets.res.in](http://www.millets.res.in)) requires **CHIEF OPERATING OFFICER on contractual basis** to develop business strategies and implement business plans, develop incubator processes, supervise staff and execute day-to-day operations of the business incubator. It also includes oversees the development and implementation of short-term and long-term goals. The duration of contractual engagement is renewable based on the need of the position and funds availability with the incubator. COO will be reporting to CEO.

#### II. Minimum qualifications

Master's in Business Administration (MBA) or equivalent from a reputed business school with working experience of 5-10 years specialization in agricultural or allied sector project management in supervisory position. Master's degree from IRMA, Anand/NIAM, Jaipur will be preferred. Experience in leading a team will be added advantage. Candidates who worked with food processing industry/food parks/ business incubators will be preferred. The candidate must be within age group of not exceeding 50 years.

**NIELAN TBI considers appointment of Organization or Business Development Manager at a consolidated monthly remuneration of Rs. 60,000/- in the absence of suitable candidates for COO position and reserves the right.**

### ROLES AND RESPONSIBILITIES

#### III. Operations Lead & Chief Administrator

As the chief administrator, the COO shall run the business incubator through development of its programmes and areas of works in order to attract entrepreneurs and assist them grow by providing various business incubation services like business plan development, conduct of various feasibility studies and market research, provide technology support through technology transfer and technology refinement through engagement with IIMR scientists, help in raising finances for the incubatees, provide business development support and mentoring and handholding the entrepreneurs for a brief period to make them a viable business. To achieve this, the incumbent shall oversee the day-to-day operations of the TBI, and motivate staff to accomplish their routine tasks. The incumbent must ensure that the TBI has the space, technology and other tools to do their jobs efficiently. Additional responsibilities will include maintaining institutional 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.

#### IV. Revenue generation and resource mobilization

The COO shall develop various incubation programs and business incubation services and cost them accordingly by providing these services so that the TBI is able to generate income for its sustainability before end of the project period. These include invoicing clients and payment collections on monthly basis.

Further, 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 rising 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. This would be critical for the TBI to continue its operations beyond the current DST funding provided during the project period.

Thus overarching goal of COO is plan, execute and oversee the revenue generation consistently for making the TBI a sustainable one.

#### **V. Networking & Community Development**

COO is expected to collaborates with other stakeholders in the value chain on nutriceals to increase and maintain the visibility of TBI, attend Entrepreneurial events, give talks, conduct competitive events, participate as judge in investment pitches, evaluate business plans, mentor prospective entrepreneurs, tie-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. These activities shall get converted into business development activities for the TBI and provide sources of revenue for the TBI.

#### **VI. Communication & Media**

Collateral development sets the organization personality in place in collaboration with COO and the rest of the stake holders. The incumbent must 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.

#### **VII. Incubatees' promotions and services**

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 though the network he establishes. This can be in supporting in distribution network, participate in exhibition, sensitizing them on the brand value, conduct training and development programs to enhance their ability to promote and network.

#### **VIII. 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 will require frequent travel. The selected candidate will get remuneration of Rs.80,000/- per month with the annual raise of 10%. The remuneration will be negotiable with a ceiling up to Rs.1,00,000/- per month. This

will be considered only for exceptional cases with proven qualities in all / many points from I to VII.

**IX. How to Apply**

Eligible persons may attend the walk-in-interview on 13th OCTOBER 2017 at 10.00 a.m. along with their detailed bio-data and attested copies of their qualifications and experience and one passport size photograph. No TA/DA is admissible for attending the interview. TBI-IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

**Preparation for interview:**

Candidates may come prepared with your vision in brief with a definite revenue generation plan the next five years for submitting it the panel for discussion.

Selected candidate will be provided with targets for first 100 days which will be reviewed at the end of period for continuation of next three years period.

**Other terms and conditions:**

1. Candidates are advised to give specific, relevant, correct and full information. All original certificates/documents in support of information furnished in the resume/biodata to be produced at the time of walk in interview failing which you may be disqualified for appearing walking interview.
2. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
3. All future correspondence will be sent via email only.
4. NIELAN TBI reserves the right to cancel this advertisement/recruitment without assigning any reason at any stage of recruitment process or consider applicant for any lower position.

**Chief Executive Officer**