

Department of Business Administration
Faculty of Management Studies & Research
Frank & Debbie Islam Management Complex
Aligarh Muslim University, Aligarh-20202

Advertisement No. 1/DBA

Dated: **January 28, 2020**

Applications are invited for the following post at the ***Frank & Debbie Islam Entrepreneurship Incubation Centre of the Department of Business Administration***

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|---------------------|---|---|
| 1. Designation | : | Incubation Manager |
| 2. No. of vacancies | : | 01 (Contractual, initially for three years, subject to annual performance assessment) |
| 3. Remuneration | : | Rs. 50,000/- per month (fixed) |

Essential Qualifications:

- 1) **MBA/PGDM (Any Specialization)/M.Tech (Any Specialization)** with relevant professional experience of minimum **five years** at middle level position.

Desirable skills:

1. Experience in incubation sector or Entrepreneurship development. Experience of working with an incubator or an accelerator will be preferred.
2. Previous experience of an entrepreneurial and ambitious organization with demonstrable success.
3. Exposure to business plans, proposals, fund raising activities apart from developing effective marketing strategies to generate revenues from the products and / or services of the start-ups.
4. High level of empathy in terms of understanding the actual needs of the start-ups and an ability to handhold the incubates.
5. Strong networking skills and ability to manage internal and external stakeholders.
6. Presentation skills.

Job Details:

Roles & Responsibilities:

- 1) To provide leadership and direction to the Frank & Debbie Islam Entrepreneurship Incubation Centre (FDIEIC) to achieve its objectives and targets with a culture that promotes ideas and their commercialization.
- 2) To develop and implement the strategy for FDIEIC.
- 3) To lead all operations of the Centre, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global entrepreneurship ecosystems.
- 4) Spearhead senior level, strategic relationships with key stakeholders.
- 5) Work with the Board/Committee in regularly reviewing the FDIEIC's strategic plan and to implement and monitor annual plans and targets.
- 6) To facilitate the growth of start-ups in business and social sector while ensuring other objectives of FDIEIC.
- 7) To create a team with the culture of entrepreneurship, openness and integrity and monitor its functioning.

