



भारतीय प्रबंध संस्थान शिलाँग

Indian Institute of Management Shillong

IIM Shillong Foundation for Incubation and Enterprises (IIMSFIE)

## **Engaging Project Manager and Project Assistant for IIMSFIE**

### **About IIMSFIE:**

The IIM Shillong Foundation for Incubation and Enterprise (IIMSFIE) is a dedicated Section-8 company aimed at supporting and nurturing early-stage businesses and startups, with a particular focus on the North Eastern Region (NER). IIMSFIE is committed to fostering entrepreneurship and innovation by offering essential resources, expert guidance, and a range of services designed to help emerging enterprises thrive. Through its specialized programs, IIMSFIE seeks to play a pivotal role in empowering new entrepreneurs and catalysing regional growth.

### **About the STEM Program:**

In collaboration with SIDBI, IIMSFIE, IIM Shillong has developed the Skill to Enterprise Model (STEM) Program, an innovative approach to entrepreneurship education tailored to empower aspiring entrepreneurs. This program combines customized entrepreneurship modules with intensive mentorship provided by IIM Shillong faculty, industry experts, and successful entrepreneurs. STEM participants benefit from classroom training, exposure visits, and hands-on workshops, equipping them with the skills and insights needed to establish successful ventures.

Launched as part of SIDBI's FY 2022-23 initiative, "Entrepreneurial Education 4 Enterprise Setup," STEM was introduced as a pilot program to foster youth entrepreneurship. Through a rigorous selection process, the first cohort of 30 candidates will be chosen for their promising ideas and entrepreneurial spirit. These candidates will undergo an Enterprise Development Program aimed at transforming their ideas into viable businesses, ultimately leading to the establishment of sustainable enterprises.

## **Career**

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| 1 | Name of Position      | Project Manager   |
| 2 | Number of Positions   | 1   |
| 3 | Method of Recruitment | Interview   |
| 4 | Job type              | Full Time (on Contract)   |
| 5 | Age Limit             | 40 years of age as on the last date of application i.e 15th November, 2024  |
| 6 | Tenure                | 18 months   |
| 7 | Remuneration          | Fixed honorarium @ Rs. 75,000/- per month for 18 months   |
| 8 | Purpose of Assignment | <ul style="list-style-type: none"><li>• Identify and Select Promising Youth Entrepreneurs: Carefully select 30 young individuals with a demonstrated entrepreneurial mindset, prepared to build their skills and pursue venture creation.</li><li>• Structured Enterprise Development Program (EDP): Deliver a rigorous, 6-month training program focusing on essential entrepreneurial skills, business planning, financial literacy, and sector-specific knowledge, equipping participants with a strong foundation for business success.</li><li>• Facilitate Access to Financial Support: Connect participants with various funding sources, including investments, grants, loans, patient capital, or alternative financing models, to provide the financial backing needed for enterprise establishment and growth.</li><li>• Hands-On Mentorship and Continuous Guidance: Offer personalized mentorship and handholding support for each participant over a 12-month period, involving experienced entrepreneurs, industry experts, and faculty to assist in refining business models, strategic planning, and operational management.</li><li>• Promote Sustainable Livelihoods and Job Creation: Enable participants to build ventures that generate sustainable livelihoods, with a goal of creating additional job</li></ul> |

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|   |  | <p>opportunities, supporting economic resilience within their communities.</p> <ul style="list-style-type: none"> <li>• <b>Develop Resilient and Growth-Oriented Businesses:</b> Support participants in establishing businesses that are not only viable but also capable of scaling, addressing market needs, and adapting to future challenges.</li> <li>• <b>Ensure Program Completion and Business Launch:</b> Guide each participant through to successful program completion, with the ultimate goal of launching their own enterprises by the end of the course.</li> <li>• <b>Foster a Network of Peer and Industry Connections:</b> Create opportunities for participants to build valuable networks, including connections with peers, investors, suppliers, and industry professionals, essential for sustained business growth.</li> </ul>   |
| 9 | Tasks Related to Assignment & other tasks incidental thereon | <ul style="list-style-type: none"> <li>• <b>Oversee and Coordinate STEM Program Activities:</b> Take responsibility for the planning, execution, and monitoring of all program activities to ensure seamless operation and adherence to program goals.</li> <li>• <b>Facilitate Communication and Collaboration:</b> Act as the primary communication channel between IIMSFIE, IIM Shillong, and SIDBI to ensure alignment on program objectives, updates, and outcomes.</li> <li>• <b>Serve as Liaison with Key Stakeholders:</b> Represent IIMSFIE in communications with government bodies, industry partners, and other relevant stakeholders, fostering strong relationships that benefit program participants and enhance program impact.</li> <li>• <b>Mentor Coordination and Engagement:</b> Oversee mentor selection, scheduling, and ongoing coordination, ensuring participants receive valuable guidance and consistent support from experienced professionals.</li> </ul> |

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|  |  | <ul style="list-style-type: none"><li>• Support Startup Ecosystem Development: Actively contribute to building a robust startup ecosystem by organizing networking events, workshops, and industry meet-ups, fostering connections between program participants and the wider entrepreneurial community.</li><li>• Provide Administrative and Operational Support: Ensure the program runs smoothly by managing logistics, documentation, scheduling, and other administrative tasks critical to program delivery.</li><li>• Oversee Financial Management and Compliance: Handle budgeting, expenses, and cost-control measures, ensuring compliance with legal, financial, and reporting requirements for the program.</li><li>• Monitor Program KPIs and Impact Metrics: Track and evaluate program performance based on key performance indicators (KPIs) and provide regular reports to stakeholders on program effectiveness, participant progress, and outcomes.</li><li>• Report to Officer in Charge/CEO: Regularly update the Officer in charge of IIMSFIE/CEO on program activities, challenges, and accomplishments, providing actionable insights and managerial support as required.</li><li>• Conduct Risk Management and Issue Resolution: Identify potential risks, create mitigation strategies, and address any issues that arise during program execution to ensure minimal disruption and maximum program success.</li><li>• Develop Marketing and Outreach Strategies: Support the promotion of the STEM program by developing marketing and outreach strategies to attract potential participants and enhance the program's visibility across NER.</li><li>• Coordinate Feedback and Continuous Improvement: Gather feedback from participants, mentors, and stakeholders to identify areas for program enhancement,</li></ul> |
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|    |                               | <p>ensuring continuous improvement and evolving program relevance.</p> <ul style="list-style-type: none"> <li>Undertake Additional Tasks as Assigned: Fulfil any other responsibilities as directed by the Competent Authority to support the goals and success of IIMSFIE and the STEM program.</li> </ul>  |
| 10 | Educational Qualifications    | <p>Essential: Master's in business administration/ management/ engineering from Institutes of National Importance/Reputed Universities having a minimum of 60%.</p> <p>Desirable:<br/>Candidates having computer proficiency in programming, spreadsheets, excel, data analytics, data visualization etc. would be preferred.</p>  |
| 11 | Experience                    | 5 (Five) years of work experience in Incubation Centre/ Corporate/ Research organization/ Academic Institution/ Administration/ Enterprise   |
| 12 | Working Knowledge             | Candidates with positive attitude, good communication & interpersonal skills and multi-tasking capabilities along with knowledge of Business development, Project Management and Design Thinking, experience in executing projects, proficiency in using MS Office products like Word, Excel and PowerPoint, and Exposure to using MS Projects or similar tools will be preferred. Problem solving and leadership qualities and the ability to work in team shall be an additional |
| 13 | Place of Posting/Job Location | IIMSFIE, IIM Shillong, Umsawli, Meghalaya  |
| 14 | Capacity Building             | IIM Shillong will provide an orientation program.  |

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| 1 | Name of Position      | Project Assistant       |
| 2 | Number of Positions   | 1                       |
| 3 | Method of Recruitment | Interview               |
| 4 | Job type              | Full Time (on Contract) |

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| 5 | Age Limit             | 40 years of age as on the last date of application i.e 15th November, 2024   |
| 6 | Tenure                | 18 months  |
| 7 | Remuneration          | Fixed honorarium @ Rs. 45,000/- per month for 18 months  |
| 8 | Purpose of Assignment | <ul style="list-style-type: none"> <li>• Identify and Select Promising Youth Entrepreneurs: Carefully select 30 young individuals with a demonstrated entrepreneurial mindset, prepared to build their skills and pursue venture creation.</li> <li>• Structured Enterprise Development Program (EDP): Deliver a rigorous, 6-month training program focusing on essential entrepreneurial skills, business planning, financial literacy, and sector-specific knowledge, equipping participants with a strong foundation for business success.</li> <li>• Facilitate Access to Financial Support: Connect participants with various funding sources, including investments, grants, loans, patient capital, or alternative financing models, to provide the financial backing needed for enterprise establishment and growth.</li> <li>• Hands-On Mentorship and Continuous Guidance: Offer personalized mentorship and handholding support for each participant over a 12-month period, involving experienced entrepreneurs, industry experts, and faculty to assist in refining business models, strategic planning, and operational management.</li> <li>• Promote Sustainable Livelihoods and Job Creation: Enable participants to build ventures that generate sustainable livelihoods, with a goal of creating additional job opportunities, supporting economic resilience within their communities.</li> <li>• Develop Resilient and Growth-Oriented Businesses: Support participants in establishing businesses that are not only viable but also capable of scaling, addressing market needs, and adapting to future challenges.</li> </ul> |

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|   |  | <ul style="list-style-type: none"> <li>• Ensure Program Completion and Business Launch: Guide each participant through to successful program completion, with the ultimate goal of launching their own enterprises by the end of the course.</li> <li>• Foster a Network of Peer and Industry Connections: Create opportunities for participants to build valuable networks, including connections with peers, investors, suppliers, and industry professionals, essential for sustained business growth.</li> </ul>  |
| 9 | Tasks Related to Assignment & other tasks incidental thereon | <ul style="list-style-type: none"> <li>• Assist in Coordination of STEM Program Activities: Support the Project Manager in planning, organizing, and executing all program activities to ensure efficient and smooth operation.</li> <li>• Participant Communication and Support: Serve as the primary point of contact for program participants, addressing inquiries, sharing program updates, and providing necessary guidance and support throughout the program.</li> <li>• Academic and Scheduling Support: Assist in the scheduling of classes, workshops, and exposure visits, and coordinate with instructors and mentors to ensure timely delivery of academic content.</li> <li>• Facilitate Assessment and Evaluation Processes: Support the assessment and evaluation of program modules, assisting in the preparation and distribution of materials, monitoring assessment timelines, and helping participants understand evaluation criteria.</li> <li>• Manage Admissions, Attendance, and Examination Records: Maintain accurate records for admissions, attendance, and exams, ensuring data is organized, up-to-date, and easily accessible for reporting and analysis.</li> </ul> |

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|  |  | <ul style="list-style-type: none"><li>• <b>Inventory Management:</b> Oversee program-related inventory, including materials, supplies, and equipment, to ensure resources are readily available and maintained for program activities.</li><li>• <b>Monitor Financial Transactions and Legal Compliance:</b> Assist in financial documentation, track expenses, and help ensure compliance with program-specific financial and legal requirements.</li><li>• <b>Support Program Reporting and Documentation:</b> Compile and maintain records, prepare progress reports, and support the Project Manager in program documentation to facilitate continuous improvement and stakeholder communication.</li><li>• <b>Assist in Event Planning and Logistics:</b> Help coordinate program events, including workshops, networking sessions, and site visits, ensuring smooth logistical arrangements and participant engagement.</li><li>• <b>Provide General Administrative Support:</b> Perform various administrative tasks, such as preparing correspondence, managing files, and coordinating with other departments to support program operations.</li><li>• <b>Report to Project Manager/Officer in Charge:</b> Regularly update the Project Manager, Officer in Charge, or CEO on task progress, challenges, and participant feedback, ensuring transparency and alignment with program goals.</li><li>• <b>Handle Ad Hoc Tasks:</b> Undertake any additional responsibilities or tasks as assigned by the Project Manager, CEO, or Competent Authority to support the overall success of the STEM program.</li></ul> |
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| 10 | Educational Qualifications    | Essential: Masters in any discipline from Institutes of National Importance/Reputed Universities having a minimum of 60%.<br>Desirable:<br>Candidates having knowledge of Office Management and basic computer proficiency in using Office Package (excel/ word/ PowerPoint) would be preferred. |
| 11 | Experience                    | 3 years of work experience in incubation Centre/ Corporate/ Research organization/ Academic Institution/ Administration/ Enterprise  |
| 12 | Working Knowledge             | Candidates with positive attitude, good communication & interpersonal skills and multi-tasking capabilities along with knowledge of office management, proficiency in using MS Office products like Word, Excel and PowerPoint or similar tools will be preferred.                               |
| 13 | Place of Posting/Job Location | IIMSFIE, IIM Shillong, Umsawli, Meghalaya  |
| 14 | Capacity Building             | IIM Shillong will provide an orientation program.  |

### **Selection:**

Selection of Project Manager and Project Assistant will be through personal interviews purely on merit and based on academic credentials/performances.

### **Procedure and conditions for Applicants**

- Interested and eligible candidates may apply using the link <https://www.iimshillong.ac.in/iimsfie/stem>
- The last date for submission of the application is 1700 hrs on 15th November 2024.
- Applications received after the due date and time will not be entertained and are liable to be rejected.
- The crucial date for the determination of essential qualifications and age limit will be the closing date of application.
- Candidates are requested kindly to go through the advertisement carefully, before applying.
- If the number of applications received in response to the advertisement is large, IIM, Shillong may shortlist the candidates to a reasonable limit based on the essential and desirable

qualifications/record of academic performance / relevant experience for the post or any other benchmarks as decided by a committee constituted to screen the applications.

- The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for an Interview/Selection.
- Candidates will have to produce the proof of details furnished in their applications, in original, during the Interview.
- Candidates should have a valid email-id and mobile number which should be kept active till the declaration of the final result. All communications relating to this advertisement shall be sent to the email-id / mobile SMS mentioned by the candidates in the application.
- Director, IIM Shillong reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
- Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
- The number of vacancies mentioned in the advertisement may vary depending upon the requirements.

**Apply here:**

**STEPS TO FILL AND SUBMIT THE ONLINE FORM BY EMAIL:**

1. [Click here](#) to Download the Online Application Form in your laptop/desktop.
2. Open the PDF form using Adobe Acrobat 9.0 and above
3. Fill up the form by typing in the relevant field
4. Save it in your laptop/desktop or click on the Submit button (Please do not Print as PDF to save the document)
5. Send this filled-up saved application form as an attachment to [incubation@iimshillong.ac.in](mailto:incubation@iimshillong.ac.in)