

Advertisement for recruitment of Chief Operating Officer (COO) for RISE Foundation IISER (IISER Kolkata Campus), Mohanpur, West Bengal

BACKGROUND

The Research Innovation and Scientific Entrepreneurship (RISE) Foundation IISER – set up on the IISER Kolkata campus at Mohanpur (Nadia, West Bengal 741246) as a section 8 not-for-profit company– will act as a nodal hub to enhance entrepreneurship in the eastern and north-eastern part of India, thereby creating new job opportunities and strengthening the economy of the region.

Our MISSION is to serve as a key entity for revenue generation for the entire region with adequate leveraging of intellectual property from IISER Kolkata and other higher education and research institutes in Kolkata and nearby areas.

Our VISION is to exploit the high-quality research being carried out at IISER Kolkata and nearby institutes for creating and nurturing an innovation ecosystem. In addition, we also intend to provide management training, business consulting, assistance in business plan creation, and networking opportunities for the incubatees, to ensure business viability and the eventual success of start-ups that the center will help nurture.

MINIMUM QUALIFICATIONS

- Ph.D. in Sciences or Engineering

Experience:

- Minimum 2 years full-time experience in a senior position in Administration/ Management of a Technology Business Incubator OR a start-up founder/ co-founder/ core team member of a start-up and Innovation ecosystem OR in a leadership position in a reputed Innovation & Start-up promoting organization.
- Should have a strong understanding of start-up companies, technology, and incubation, early-stage investments, raising funds

RISE Foundation IISER considers the appointment of a COO at a consolidated monthly remuneration of Rs. 1,00,000 per month. The remuneration may be negotiable for exceptional cases with proven qualities in all / many points from I to XI as described below.

ROLES AND RESPONSIBILITIES

COO is the administrative head of staff of the Incubation Centre. COO along with the team would work under the guidance of Governing Board of the RISE Foundation IISER to execute the vision and goals of operating a world-class incubator. The responsibilities of the COO are as follows:

- (i) They will be required to manage the facility creation and further managing the operations.

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- (ii) They will be required for the development and execution of the strategy for outreach, hunting, attracting, and onboarding deserving and qualified innovative entrepreneurs and start-ups
- (iii) They will advise the early-stage start-ups to growth-stage enterprises in due course of time and make the incubator sustainable in a period of 5 years.
- (iv) They will help forge a partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.
- (v) They should be well-versed in designing & managing RISE events for attracting entrepreneurs.
- (vi) They will provide necessary support, encouragement, and guidance to prospective applicants to apply for incubation with business proposals and arrange the screening of the applicants.
- (vii) They will contribute to the running and managing of the equipment on RISE campus, and contribute to updating asset databases as required.
- (viii) They will compile and document various procurement and other financial transactions. Coordinate with relevant counterparts at IISER to ensure smooth procurement processes.
- (ix) They will support HR and admin activities as required
- (x) They will take a lead in engaging with professional service providers to ensure financial and legal compliance of the organization.
- (xi) They will be responsible for managing stakeholder relationships including the Board.

HOW TO APPLY

Interested candidates may apply by emailing the following documents as a single pdf file to director@risefoundationiiser.co.in by **May 15, 2022**

1. Latest CV
2. One reference letter from a well know professional referee
3. Vision Statement in candidate's own words (in about 500 words) on "How a Technology Incubation Centre at Mohanpur, Nadia can contribute to the Start-up Eco-system in West Bengal"

SELECTION PROCESS & TERMS

Applications will be scrutinized, and shortlisting will be carried out based on the academic performance and experience of the candidates. Shortlisted candidates shall then be invited for an interview by an empowered Selection Committee appointed by Governing Board of Incubation Centre. For outstation candidates, the interview can be conducted in online mode. A merit list of candidates shall be prepared based solely on performance in the interview.

A formal employment offer shall only be awarded to the selected applicant upon mutual understanding of the joining date and strategic outlook of the selected candidate. The

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appointment will be initially for the period of 1 year but would be extendable based on the yearly performance evaluation.

The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment.

NOTES

1. Please note that this is NOT an appointment in a Government Organisation.
2. RISE Foundation IISER is a self-financed Centre and appointment is purely on a CONTRACT basis.