

**Indo-US Initiative on Critical and Emerging Technology (iCET) &
Indo-US Global Challenge Institute (GCI)**

Call for applications for setting up iCET/GCI Secretariat

1.	Name of post	iCET Program Manager
2.	Job Description	<p>Indo-US iCET and empowered committee is expected to elevate and expand strategic technology partnership and to explore research collaborations and partnerships with international universities and research labs with an internationalization focus.</p> <p>The purpose of this role is to make a strong connection and relationship between the countries. This includes assessing and identifying strength and experts in academic, R&D institutions and industry in various countries for possible collaborations with Indian counterparts. It also includes developing and implementing various engagement activities/programs globally and sustain positive relationship among the countries.</p>
3.	Total no. of post	01
4.	Essential Qualification	<p>i) Master's degree in any stream with minimum 70% marks (or a CGPA of above 7.0)* from a recognized university. (*A higher cut-off marks for the shortlisting may be used, if the number of candidates are large)</p> <p>ii) Candidate should have minimum 3 year of experience in some of the following areas: Business relationship management/customer facing roles/funds deployment/creating various report/other outreach activities</p>
5.	Desirable	<ul style="list-style-type: none"> • Capability to Liaison between faculty of different universities to bring out mutually beneficial collaborations. • Capability to organize workshops/conferences. • Should be “techie” with right skills and intuitive knowledge to access the web world effectively. • Prepare presentations/graphics (whenever required) and come up with innovative ideas for execution in the field of internationalization. • Preparing a webpage and maintaining it. • Ability to draft letters, write-ups, and other documents related to the requirements. • Good proficiency in oral and written communication capabilities • Candidates with strong relationship building capabilities and ability to manage multiple tasks would be preferred.
6.	Consolidated Pay	In between Rs. 80,000 /- to 1,00,000/- per month
7.	Anticipated start date	01.04.2024
8.	Age	40 year (upper age limit) as on date of application
9.	Tenure of employment	Contract period of 11 months. However, candidate can be reengaged for subsequent terms based on his/her performance and requirement of the office.

10.	Mode of application	Online. Candidates should apply online through google form. https://forms.gle/2WcVGS2wbeJSto1f9 (Candidates are requested fill above form online and upload full CV (with photograph), along with relevant documents)
11.	Last date of application	29.02.2024
12.	Mode of selection	Online Interview
13.	Tentative date of interview	05-10.03.2024 (Date & Time will be informed through mail to shortlisted candidates)
14.	Contact	Candidate may contact srkm@msme.iith.ac.in for any clarifications.