



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT118/2024

Job Title

Senior Project Manager

Job Reference Number

50576925

Application End Date

21.05.2024

Type of Employment

Proj. Staff Contract

No. of Position(s)

2

IITB Project Recruitment:

Project title: Institute of Eminence (IOE Cell) project

About the project: This project focuses on developing and demonstrating drone technologies and drone ground control stations. The project will specifically address societal needs, such as agriculture, disaster management, and emergency service delivery through the utilization of advanced technologies and critical infrastructure. Strong industry connections and collaborations will be fostered to solve pertinent challenges and drive technological advancements. Additionally, comprehensive drone training and awareness programs will be provided to ensure proficiency and understanding among people.

One Post is reserved for OBC.

Essential Qualifications & Experience:

Ph.D. with minimum 4 years relevant experience

OR

MTech/ME/MDes/MBA or equivalent degree with minimum 8 years relevant experience

OR

BTech/BE/MA/MSc/MCA or equivalent degree with minimum 10 years relevant experience

Experience:

- This is a senior-level managerial position overseeing the comprehensive management of the project from initiation to completion. The role shall be instrumental in analysing everyday financial activities and subsequently provide inputs for financial reporting to enable strategic planning and decision-making to meet the project objectives.
- Candidate must have work experience for at least 8-10 years in Project Management including - Financial project proposals, project work scheduling, fund allocations, reporting &, project reviews, and fund disposal. Should have accounts background and have working experience in funds management, follow-up with funding ministry, and IRCC coordination.
- Should have knowledge of Government rules in financial procedures for academic institutions and should have executed medium to high-value tenders purchases.
- Should have working experience in liaising with the Maharashtra government and other Central bodies, their invoicing methods, and meetings with the stakeholders.
- Should have working experience in liaising with Industries and funding agencies for project-related outreach activities. Should have executed industry-academic MoUs and agreements.
- Applicant should have working experience in leading workshops, organizing training programs, and

related arrangements. Should have strong interpersonal communication and presentation skills and should have experience in managing office administrations and recruitments.

- Also, should have worked with IITB's professors providing support for their academic as well as project-related work.

Job Profile:

This role requires adept administration, team coordination, and the ability to work independently, ensuring the efficient implementation of the project.

Managing all the administrative and financial requirements and other related activities of the project.

Project management and efficient tracking of the project outcomes and deliverables.

Serve as the point of contact in all project management matters.

Expected to lead the workshops initiative of the project and organize training programs and related events about the project.

Liaising with vendors for equipment purchases

Pay Details:

Level PR-O3: Salary range from Rs.58800 to Rs. 109200 (annual increment: Rs. 7200) + Rs.10000/- Out of Campus Allowance (if applicable) p.m.

General information:

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The position is temporary for a period of 1 year and depending on the candidate's performance, the contract will be renewable annually till the duration of the project, i.e., till March 2025. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses. For any queries/clarification please contact: recruit@ircc.iitb.ac.in