



**MSSU i-Spark
Foundation**

Maharashtra State Skills University (MSSU) is pleased to invite applications to engage the services of a Chief Executive Officer (CEO) and an Incubation Manager for MSSU i-Spark Foundation (Incubation center) at **Mumbai** on contract basis. Details of the posts and terms and conditions as well as period of engagement, eligibility, experience etc. are as under: -

1. Chief Executive Officer (CEO) – 1 Position

Sr. No	Particulars	Details
1	Method of Recruitment	Contract based
2	Age Limit	Below age of 50 years
3	Period of contract	The contractual engagement is a full-time position for one year. Extension may be given to the satisfaction of the Chairman and Board of Directors
4	Remuneration per month	A consolidated amount of Rs. 1,50,000/- per month.
5	Education Qualification	Essential: Candidate with Graduate or postgraduate in Commerce, Science, Engineering and Technology or related disciplines from a recognized national or international institution. Desirable: <ul style="list-style-type: none">• Candidate with Ph.D. must have more than 10 years of work experience with at least 5 years in leading an organization or organization unit of significant size in C level• Candidate with M.Tech must have more than 10 years of work experience with at least 5 years in leading an organization or organization unit of significant size in C level• Candidate with MBA must have more than 10 years of work experience with at least 5 years in leading an organization or organization unit of significant size in C level



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6	Requirement	<ul style="list-style-type: none"> • Strong management skills, people management and intra-personal skills • Should be willing to travel extensively and his/her life situation should allow for that • Skill of effective communication, collaboration/partnership, organizational development and planning, execution and strategy formation • Strong business acumen • Very good presentation skill and verbal and written communication skills • Strong analytical and problem-solving skills • Exposure to government process, schemes implementation and academic institutions will be an added advantage • Knowledge of intellectual property management, industry academia collaboration and venture capital investment will be an added advantage
7	Experience	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum Ten years of experience which shall include Five years of work experience in relevant field of work <p>Desirable:</p> <ol style="list-style-type: none"> 1. Clearly demonstrate entrepreneurial skills and experience as an enabler for Start-ups/ Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/ herself 2. Previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred
8	Job Description	<p>The Chief Executive Officer (CEO) responsibilities:</p> <ol style="list-style-type: none"> 1. Being the founding CEO, define and build organization, structure, strategy, functioning processes and business model to achieve the objectives of the incubation center in lines with the vision of i-Spark Foundation 2. Give direction to the Company primarily towards establishing it as a key player in incubation/acceleration space which includes establishing world class incubator(s), strategy to build, execute and scale incubation programs, outreach activities, measure impacts, collaborate with the partners/stakeholders of the start-up/ entrepreneurial ecosystem 3. Should be able to work with the staff to define to define mission, staff management, financial management, legal issue management, accountability, and effectiveness

		<ol style="list-style-type: none"> 4. Plan for Board meetings, agenda points, review the action taken on resolution and of the relevant documents to be submitted to funding agencies 5. Closely work and report to Chairman and the Board of Directors for implementation of strategy, review and plan for continuous improvement 6. Provide overall guidance, framing procedures, guidelines, best practices and review procedures, SOPs required for the execution 7. To monitor Key Result Areas as defined by the Board 8. Plan and organize Hackathons, ideation competitions, events and other such competitions to encourage students/start-ups and get them onboard with i-Spark Foundation 9. Liaison, develop and strengthen relationships with professors, researchers from other institutes/Universities and research organisations, Govt. agencies, academia, other incubators, venture capitalists, angel/ seed funding institutions in India and abroad for investing into start-ups, develop a strong cadre of mentors, service providers and other start-up ecosystem players as required 10. Create a team which should primarily involve in managing the project operations and investments, performing outreach and other promotional activities with the culture of entrepreneurship, openness, and integrity and monitor its functioning 11. Plan and execute activities within the preapproved quarterly budget including verification and recommendation of release of operating expense, ensure proper implementation and strict monitoring of annual plans, budgets and targets 12. Mobilise CSR funds in collaboration with public and private sector entities 13. Perform assigned tasks as per exigencies by the Chairman, Board of Directors, Holding university and funding agencies including state and central government
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1. Incubation Manager – 1 Position

Sr. No	Particulars	Details
1	Method of Recruitment	Contract based
2	Age Limit	Below age of 35 years
3	Period of contract	The contractual engagement is a full-time position for one year. Extension may be given to the satisfaction of the Chairman and Board of Directors.

4	Remuneration per month	A consolidated amount of Rs. 60,000/- per month
5	Education Qualification	<p>Essential: Candidate with Graduate or postgraduate in Commerce, Science, Engineering and Technology or related disciplines from a recognized national or international institution.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Candidates with a CA/CS/ICWA would be preferred • Candidate with Post Graduation in Management
6	Experience	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum Five years of experience which shall include two years of work experience in in relevant field of work <p>Desirable: Experience of coordinating key activities in an incubator/ accelerator and incubation Prior experience as a Start-up Founder/Co-Founder and/ or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading/ coordinating key activities or its flagship programme</p>
7	Job Description	<p>The Incubation Manager would be reporting to the CEO and is expected to:</p> <ol style="list-style-type: none"> 1. Work towards overall startup community mobilization and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders 2. Engage in Pre-incubation activities such as finding partners, capacity building sessions and start-ups scheme awareness 3. Work with startups according to the frameworks and mechanisms as outlined by the Incubator leadership team. Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects 4. Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action. 5. Study key sectors and generate insights, use-cases and industry analyses for internal and external usage. 6. Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required 7. Interact and maintain relationships with portfolio companies, mentors and partners

		<ol style="list-style-type: none">8. Prepare Pitch Deck and Funding Deck as required9. Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.10. Organise and conduct events, seminars and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.11. Prepare agenda points for Board meetings, prepare the document on the action taken on resolutions12. Preparation of documents to be submitted to funding agencies
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How to Apply:

1. Prepare a one-page document stating your achievements and statement of purpose to apply for the respective position.
2. A detailed Resume.
3. Email these attachments to **hr_ispark@mssu.ac.in** on or before 19th July 2024


Director

MSSU i-Spark Foundation