



No. IIITMK/0076/2021

08/06/2021

REQUIRES

Indian Institute of Information Technology and Management - Kerala [IIITM-K] is a postgraduate autonomous academic institute established by the Government of Kerala. The institute is actively involved in postgraduate education, research, R&D in the areas of Information Technology. More information is available at www.iiitmk.ac.in

IIITM-K invites the applications from eligible candidates for the following posts for its office at Maker Village, the largest electronic hardware incubator and ESDM facility in the country at Kochi.

<p>Business Development Manager (Sales & Marketing)</p> <p>(1 posts)</p> <p>Job Code: BDM/062021/0076</p>	<p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none">• MBA with graduate degree in B.Tech/B.E. in electronics or allied areas having at least seven years of experience in sales and marketing especially in:<ol style="list-style-type: none">1) sourcing external funds, startup incubator/accelerator, technology equipment rental, social media, product marketing of electronics hardware or event management Experience in marketing electronics equipment services and rentals will be an added advantage.2) digital marketing, startup incubator/accelerator, technology equipment rental, social media, product marketing of electronics hardware or event management. Excellent understanding of digital marketing concepts and best practices, experience with social media, Google tools and SEO/SEM and skills in analyzing market research and promotion planning. <p>Should preferably have exposure in commercial law aspects.</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none">1. Manage overall marketing, partnership development and fund raising for Maker Village.2. Building Strong brand awareness and increasing the Maker Village's market visibility including social visibility.3. Strategize, develop and deliver market engagement activities such as events, exhibitions, conferences, seminars, webinars etc. both offline and online to showcase Maker Village and it incubates.4. Build alliances & affiliations- with government institutions both at the Centre and State levels, industry associations such as CII, FICCI, Assocham, TiE as well as with angels, seed funds, CSR, VC firms etc.5. Explore and develop new business avenues for Maker Village and startups.6. Stakeholder management- including partners,
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	<p>sponsors, mentors, corporates, startups, investors and other critical stakeholders of the startup incubator ecosystem.</p> <ol style="list-style-type: none">7. Support fund raising for incubates at Maker Village from external investors and setting up deal flow for seed investments.8. Streamlining and strategizing steady contents and market engagement activities across various channels.9. Deliver monthly reports on growth and engagement using analytical tools and adjust strategies accordingly.10. Work closely with CEO, CEO, other Business Development team members and program management team to deliver smooth flow of the overall operations of the incubator <p>Remuneration: Upto Rs. 70,000/- per month depending on the qualifications and relevant experience (consolidated).</p> <p>Age Limit: 40 yrs. as on date of notification.</p> <p>Location: Kochi, Kerala, India</p>
<p>Training Manager (1 post)</p> <p>Job Code: TM/062021/0076</p>	<p>Qualification & Experience:</p> <ul style="list-style-type: none">• M.Tech/M.E. degree and PhD in Electronics or allied areas.• Strong academic track record, with PhD obtained from an institute of national importance or ranked globally in THE top 500.• Previous research experience including that in doctoral work or in teaching, at least 2 years after M.Tech/M.E. degree is mandatory.• At least one publication in an international journal or conference of repute. <p>Responsibilities:</p> <ol style="list-style-type: none">1. The training manager will be reporting to the professor-in-charge of Maker village, and will work closely with COO, startups and students.2. Assist the Maker Village administration in developing overall program strategies for creating successful industry relevant training programs and student internships3. Publish articles about the training programs and activities in newsletters and media4. Perform research and analysis to improve quality of the training programs at Maker Village5. Develop strategies to use AI and data analytics in teaching and learning to monitor and generate wider impact of maker village programs



	<ol style="list-style-type: none">6. Keep track of and organise the laboratory activities in the annex7. Coordinate with various governmental and private stakeholders in providing high quality training programs8. Offer technical support and mentoring where necessary to the students and early startups9. Develop program for promoting entrepreneurship among students through labs and project based activities10. To coordinate the entrepreneurial activities and internship activities for M.Tech and Ph.D students.11. Act as an liaison officer to work with12. Maker Village to translate the student led entrepreneurial ideas to startup companies <p>Remuneration: Upto Rs. 80,000/- per month depending on the qualifications and relevant experience (consolidated).</p> <p>Age Limit: 40 yrs. as on date of notification.</p> <p>Location: Kochi, Kerala, India/Occasional travel to Trivandrum required</p>
<p>Technical Assistant (IT) (1 post) Job Code: TA/062021/0076</p>	<p>Qualification & Experience:</p> <ul style="list-style-type: none">• B.Tech degree with at least 1 year experience as Web Administrator/System Administrator in reputed institutions in government/universities/industry with experience in web design and office IT asset management. <p>Recognized certifications in networking (CCNA, CCNP, MCSE or RedHat) with skills in troubleshooting of web related, network problems, LAN management and Server Management</p> <p>Should preferably have some experience in digital content creation.</p> <p>Responsibilities:</p> <ol style="list-style-type: none">1. Manage and update the Maker Village website and its contents2. Work closely with the Marketing and creative teams to enhance the website3. Manage office IT assets and LAN network4. Ensure IT security norms are implemented and followed5. Work with development teams to integrate application infrastructure setup up based on the technology stack of different applications <p>Remuneration: Upto Rs. 25,000/- per month depending on the qualifications and relevant experience (consolidated).</p>



	<p>Age Limit: 30 yrs. as on date of notification.</p> <p>Location: Kochi, Kerala, India</p>
<p>BD Intern (4 posts) Job Code: BDI/062021/0076</p>	<p>Qualification & Experience:</p> <ul style="list-style-type: none">• MBA or MBA student with specialization in strategy, sales or marketing. <p>Responsibilities:</p> <ol style="list-style-type: none">1. Support Business Development activities in Maker Village including with our partner industry groups, angels, seed funds and venture capital firms2. Contribute to building the Maker Village brand and raising awareness in the market and social media3. Support development of fund raising and marketing strategy for the organization4. Interact daily with followers to create a conversation with new and existing followers. <p>Maintain monthly content calendars and provide ideas for content on a daily, weekly, and monthly basis.</p> <p>Remuneration: Unpaid</p> <p>Perks:</p> <ol style="list-style-type: none">1. Experience of working in a dynamic startup ecosystem2. Gain new perspectives and access to innovation lifecycle3. Opportunity to interact with innovators, and other stakeholders4. Internship Experience Certificate at the end of the program. <p>Location: Kochi, Kerala, India</p>
<p>HR Intern (2 posts) Job Code: HRI/062021/0076</p>	<p>Qualification & Experience:</p> <ul style="list-style-type: none">• MBA or MBA student with specialization in human resources. <p>Responsibilities:</p> <ol style="list-style-type: none">1. Support development of HR strategy and processes at Maker Village2. Post new positions on websites and job boards Assist with screening resumes and applications Send offer and regret letters Coordinate interviews3. Help prepare Word, PowerPoint, and Excel documents4. Track progress, priorities, and deadlines of various projects <p>Remuneration: Unpaid</p>



	<p><u>Perks:</u></p> <ol style="list-style-type: none">1. Experience of working in a dynamic startup ecosystem2. Gain new perspectives and access to innovation lifecycle3. Opportunity to interact with innovators, and other stakeholders4. Internship Experience Certificate at the end of the program. <p><u>Location:</u> Kochi/Trivandrum, Kerala, India</p>
<p>Teaching Intern (3 posts) Job Code: TI/062021/0076</p>	<p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none">• Post-Graduate or student pursuing M. Tech/M.E., MSc or M. Phil with strong academic track record and interest in teaching. <p><u>Responsibilities:</u></p> <ol style="list-style-type: none">1. Plan, prepare and implement curriculum plans in line with the courses offered.2. Work alongside faculty assisting them in the delivery of teaching, learning and assessment.3. Provide in-class support requiring dedicated time spent with specific learners to reinforce learning methods and4. Implementing curriculum and assessment practices in order to promote progress.5. Work closely with the Maker Village administration to ensure alignment on teaching goals and engagement with all stakeholders. <p><u>Remuneration:</u> Unpaid</p> <p><u>Perks:</u></p> <ol style="list-style-type: none">1. Experience of working in a dynamic startup ecosystem2. Gain new perspectives and access to innovation lifecycle3. Opportunity to interact with innovators, and other stakeholders4. Internship Experience Certificate at the end of the program. <p><u>Location:</u> Trivandrum/Kochi, Kerala, India</p>
<p>Entrepreneurship Intern (4posts) Job Code: EI/062021/0076</p>	<p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none">• Post-graduate or student pursuing MBA with specialization in strategy, sales or marketing. <p>Or</p> <ul style="list-style-type: none">• B.Tech graduate with at least 1 year of experience <p><u>Responsibilities:</u></p> <ol style="list-style-type: none">1. Work with exciting startup companies in a fast-paced environment



	<ol style="list-style-type: none">2. Draft business plans, perform market research and support operations3. Develop skills in business development, finance, marketing, public relations etc <p>Remuneration: Unpaid</p> <p>Perks:</p> <ol style="list-style-type: none">1. Experience of working in a dynamic startup ecosystem2. Gain new perspectives and access to innovation lifecycle3. Opportunity to interact with innovators, and other stakeholders4. Internship Experience Certificate at the end of the program. <p>Location: Kochi/Trivandrum, Kerala, India</p>
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How to Apply:

Applications shall be submitted on-line before 4pm latest by **23 June 2021**. The application can be had from www.iiitmk.ac.in/careers . Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year and may be extended based on the performance and requirements.
2. The candidate must ensure that he/she possesses the required qualifications and experience for the post
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand cancelled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. IIITMK has the right to reject the candidature of any candidate at any stage and the decision of IIITMK will be final.
5. IIITMK has the right to reject the entire selection/advertisement procedure at any stage and the decision of IIITMK shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidate

Sd/-

Registrar