a-IDEA
Association for Innovation Development of Entrepreneurship in Agriculture
Technology Business Incubator
ICAR- NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT
Rajendranagar, Hyderabad, Telangana - 500 030
https://aidea.naarm.org.in/

Job Description for Chief Operating Officer

a-IDEA, The Technology Business Incubator of NAARM supported by NABARD requires a Chief Operating Officer to operate the incubator in most efficient way keeping its sustainability objective as prime.

Qualification and Experience:

Essential - Bachelor's degree from a Premier Institute in Agriculture & allied sciences/ Engg (with understanding of agricultural scenario on India) with a post-graduation in M.B.A/PGDM - Agribusiness / other management disciplines / with first division. Working experience of minimum 3 years in startup incubation Centre/corporate.
Desirable – Strong communication and networking skills along with Ph.D. in agriculture/biological science, knowledge in rural innovation management; managing sustainable ROI for the organization. Strong skills in situation analysis skills, partnership handling, client management, liaising, handling strategic partnerships, new business development, business development, business initiatives and multi-tasking ability. The candidate should be a team player, with age not exceeding 45 years.

Job description:

Will report to CEO /Director, NAARM TBI a-IDEA in the process of a creating a strong Incubation pipeline through programmes funded by different organizations like DST, DBT (BIRAC), ICAR and NABARD. He is expected to steer the work as assigned by the CEO/Additional CEO or president of NAARM TBI a-IDEA. He is expected to oversee complete gambit of works like BIRAC-BIG, NIDHI PRAYAS and NABARD Accelerator. He should initiate/participate in programmes like sensitization, ideation and incubation. He should assist new entrepreneurs/start-ups to develop and grow through Incubation services like technology linkages, business mentoring, feasibility studies and market research, provide technology support through technology transfer. Help in go to market strategy and if required help in raising finances for the incubates through Seed Fund, HNI network, angle and VC funds. The COO shall oversee the day-to-day operations of the Incubator, and motivate staff to accomplish their routine tasks. COO is expected to widen the existing network of mentors, and other stakeholders in the startup ecosystem. Work with NAARM students, Faculty and Management to ensure entrepreneurship and innovation become an integral part of our system. The COO shall develop various programs to generate income for its sustainability. The incumbent is to expect to keep track of the fund allocation and report project progress to CEO on time. The incumbent must communicate the vision, mission, goals, and objectives and should come out with online and offline collaterals for different contexts including website and social media content. Communication plan should also include preparation of annual and quarterly reports, newsletters, fund-raising letters and event flyers, press releases and other marketing and advertising materials time to time. He/she should stay in the campus and attend duties as and when required.

Consolidated emoluments: Consolidated emoluments: Rs.1,30,000/ - per month

How to apply:

- Interested candidates may apply for the said post by sending the filled application form (Enclosed) with detailed CV and certificates to careers.aidea@naarm.in before 30th November 2021 by 5.00 PM.
- Candidates are requested to put all required attachments in one file and convert it into PDF and send the same.

a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

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Job Description for Program Associate

a-IDEA, the Technology Business Incubator of NAARM requires one Program Associate on contractual basis to look after the areas such as communication management, events, social media management. The duration of the contractual engagement is coterminous with the project. Startup and incubation support services are encouraged to apply for these posts.

Qualification and Experience: Any graduation with content management and multimedia skills.

Key Responsibility - Communication, Content development, Program coordination, website & social media marketing

Job description:

Reporting to CEO, the candidate is required to handle:

- Content development for the various start up events organized under Technology Business Incubator, ability to draft press releases.
- Content management and designing for various communication aids including Brochures, Newsletters, and quarterly reports developing marketing collaterals for startup events.
- Content writing of program reports, proposal write-ups of the incubator, impact assessment reports and project success stories.
- Maintain and update the website of the incubator,
- Plan & execute Communication & marketing strategies for outreach of events.
- Logistics planning for events.
- Facilitate communication for PR and liaise with print and electronic media for necessary events.
- Identify relevant startup events and participate in it.
- Coordination with various vendors for logistics, hospitality, design, print and any other relevant works.
- Social Media execution – keeping all the social media accounts viz. Facebook, Twitter, YouTube, LinkedIn updated by posting visits, events, conference, partnership related activities.
- Selected candidate should stay in the campus.

Consolidated emoluments:

Consolidated emoluments: Rs. 40,000/- per month.

How to apply:

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Job Description for Project Executive

A-IDEA, NAARM-TBI, supported by NABARD requires Project Executive on contractual basis to look after the incubator operations such as understanding startups needs, team coordination, partner engagement, and business development. The duration of the contractual engagement is co-terminus with the project.

Qualification and Experience

Bachelors in Agriculture/ allied sciences/ biotechnology/MBA from reputed institutions or equivalent with 1st division, working experience of 1 year. The candidate with age not exceeding 35 years.

Job description:

Reporting to CEO, the candidate is required to handle:

- Managing incubator operations.
- Coordination with team, partners and startups.
- Business development of the incubator.

Consolidated emoluments:

Consolidated emoluments: Rs. 35,000/ - per month.

How to apply:

- Interested candidates may apply for the said post by sending the filled application form (Enclosed) with detailed CV and certificates to careers.aidea@naarm.in before 30th November 2021 by 5.00 PM.
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APPLICATION FORM

Application for the post of :					Latest photo copy
1	**Full Name in Block Letter**				
2	**Father/Husband Name**				
3	**Gender**				
4	**Date of Birth**				
5	**Category**				
6	**Address for Communication withPIN Code**				
	Contact No.				
	E-mail ID				
	Alternative E-mail ID				
7	**Qualification**(Attach Self attested photocopies of certificate/appointment letters)	**University or Organization Name**	**Year of Passing**	**Percentage or CGPA**	**Certificates attached(Yes/No)**
	(a)				
	(b)				
	(c)				
	(d)				

	Other accomplishments (awards won, skill sets etc.)
1.	
2.	

Experience (Attach self attached photocopies of certificate/appointment letters)

8	**Start Date & End Date**	**Name Organization**	**Designation**	**Duration**	**Nature work**	**Certificates attached(Yes/ No)**

9	**Experience in Incubator**	**No. of Years**

UNDERTAKING

I do hereby declare and certify that the information furnished in the application are correct and true to the best of my knowledge.

Date.

Signature of the Candidate_____