**The Position, Qualification & Experiences & pay structure are as follows:**

**Project Lead – 1 post**

**Responsibility:** The Project Lead will be responsible for leading and implementing business facilitation initiatives to support entrepreneurs/start-ups.

**Core Activities:**

* Planning, strategizing and implementing projects related to start-ups and other businesses
* Research, Analysis and Reporting
* Developing mentorship programs, start-up boot camp programs, entrepreneurship development programs etc.
* Managing promotional activities related to projects
* Monitoring, Evaluation and Handholding activities
* Networking with various stakeholders
* Documentation & Administrative Work

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| **Core Experiences:** * Minimum 6 to 8 years of professional experience in project management
* Work experience preferably in sectors of start-ups and entrepreneurship development. Knowledge on start-up incubation, business plan development, mentorship etc is desirable.
* Developing project proposals and documentation

**Qualification:** * Post Graduate Degree preferably in Economics/Commerce/Business Administration & Social Science.

**Key Skills:*** Good communication and interpersonal skills with ability to proactively address potential issues and solve problems is desirable.
* Excellent computer skills
* Collaborative working Style and team – player attitude
* Ability to work independently with little supervision, organizational skills and ability to prioritize tasks, and having report writing skills.

**Age:** 30 - 35 Years Salary: Rs. 34,300/- per month |

**Project Executive Grade I – 2 posts**

**Responsibility:** The Project Executives will be responsible for smooth execution of tasks relevant to projects and support the project team for guiding start-ups and entrepreneurs.

**Core Activities:**

* Research, Analysis of data, Reporting and Academic Activities
* Database Management
* Execution of promotional activities related to projects
* Monitoring, Evaluation and Handholding activities
* Co-ordinating with entrepreneurs/start-ups for data collection and networking with other stakeholders.
* Documentation work like report writing, case study developments etc.

**Core Experiences:**

* Minimum 2 to 5 years of professional experience in project management
* Having experience in carrying out research studies, preparation of project report, & report writing.
* Experience of database management
* Work experience preferably in sectors of start-ups and entrepreneurship development is desirable

**Qualification:**

**Key Skills:**

* Good communication and interpersonal skills with ability to proactively address potential issues and solve problems is desirable.
* Good Analytical Skills
* Excellent Computer Skills
* Collaborative working style and team – player attitude
* Post Graduate Degree preferably in Economics/Statistics/ Commerce/Business Administration & Social Science or Bachelors.

**Age:** 28 to 30 Years

Salary: Rs. 28,420/- per month

**Project Executive Grade II – 2 posts**

**Responsibility:** The Project Executives will be responsible for smooth execution of tasks relevant to projects and support the project team for guiding start-ups and entrepreneurs.

**Core Activities:**

* Research, Analysis of data, Reporting and Academic Activities
* Database Management
* Execution of promotional activities related to projects
* Fieldwork for data collection, networking etc.

**Core Experiences:**

* Minimum 1 to 3 years of professional experience in project management
* Having experience in carrying out research studies, preparation of project report, & report writing.
* Experience of database management
* Knowledge in sectors of start-ups and entrepreneurship development is desirable

**Qualification:**

**Key Skills:**

* Good communication and interpersonal skills
* Good Analytical Skills
* Excellent Computer Skills
* Collaborative working style and team – player attitude
* Post Graduate Degree preferably in Economics/Statistics/ Commerce/Business Administration & Social Science.

**Age:** 25 to 28 Years

**Salary:** Rs.23,520/- per month

**Mode of Selection:**

Written Test & Personal Interview

Only shortlisted candidates will be called for appearing interview through telephone, Email/WhatsApp/SMS.

**Place of Interview:**

Indian Institute of Entrepreneurship, Lalmati, BasisthaChariali, Guwahati-781029

**Expenses of selection:**

No TA/DA will be provided for attending interview.

**Submission of Application:**

The application has to send through post/ Courier (Hard copy) or email to the address given below with the following particulars.

1. The post applied for must be written at the top of the envelope.
2. Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
3. Two passport size photographs
4. Photo copies / Scan Copies of the certificates in support of various qualifications / experience mentioned in the Bio data/ CV.
5. Two reference under whom the candidate working before or known person.
6. Age and qualification may be relaxable for highly suitable candidates.

**The last date of application submission on or before 28th April, 2021**

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

 Email: recruitmentcell.iie@gmail.com or incubation.iie@gmail.com