



CENTRE FOR INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.46/2023 Dated: 29/03/2023

Applications are invited for the following temporary post of **Senior Manager** in the Centre for Excellence for studying Critical Transitions in Complex Systems (CTCS), IIT Madras.

Co-ordinator: Dr. R. I. Sujith, D. Srinivasan Chair Professor, Department of Aerospace Engineering, IIT Madras

Duration: One year, extendable based on the performance.

Number of Vacancies: 01

S. No	Post	Qualification and Experience	Pay Range
1	Senior Manager	<p>Qualification:</p> <ul style="list-style-type: none">• Master's Degree in areas including Science, Engineering or Arts, or Social Work or Human Resource Management or Education, Business Development, International Development, Business Administration, Communication, commerce. <p>Experience:</p> <ul style="list-style-type: none">• A minimum of 10 or more years of experience is required. Experience in a corporate, IT, higher educational/research organization or a similar environment is preferred. <p>Desirability:</p> <ul style="list-style-type: none">➤ The candidate must have excellent English language communication skills, both written and verbal. Previous experience in technical/ report writing is a must.➤ Strong time management, analytical and organization skills, a keen eye for detail and the ability to prioritize and manage multiple projects simultaneously.➤ The candidate must also be proficient in Microsoft suite and other computer skills.➤ The candidate should also have strong interpersonal skills; ability to manage/work with a large team.➤ The candidate should be creative and a self-starter.➤ Ability to manage development of material for PR and communications is a plus point.	Rs. 35,000/- to Rs. 1,50,000/- Per month

Job Description

Position Summary

- The Senior Manager position involves realizing the scientific and technological vision of the *Centre of Excellence* for studying *Critical Transitions in Complex Systems* (CTCS).
- The SM will establish and streamline the processes and systems involved. Responsibilities include managing the operations of the CoE, coordination between the students and PI including organizing meetings, generation of reports related to these programs. The SM should enable smooth execution of projects, including work planning, reporting, communication, budgeting, coordinating purchases and organizing events. The SM is also expected to be the liaison between CTCS and IIT Madras Global Engagement and Centre for Industrial Consultancy and Sponsored Research (ICSR) and outside agencies as well.

Essential Duties:

1. Providing support to the Prof. R. I. Sujith, PI of this CoE; planning by sharing communication pertaining to the programs with relevant stakeholders.
2. Establishing and streamlining the processes involved in establishing and sustaining the center.
3. Working collaboratively with the students and project staff at the CoE and the staff at the Office of Global Engagement & ICSR and various other offices across IIT Madras for the effective and seamless implementation of the objectives.
4. Tracking and benchmarking the progress of the center with the relevant metrics.
5. Managing workflow using Trello/Asana or similar tools from agile management. Prior experience in using such tools and agile methodologies is a definite plus, and please highlight such experiences in your application.
6. Identifying and coordinating purchase requirements; review expenses and budgets.
7. Maintain a system which tracks and ensures timely completion of the center's activities such as experimental campaigns, usage of equipment, publication (e.g., journal and conference paper writing, patents) and internal peer review process. Ensure that students develop a detailed project plan and timeline. Track and ensure completion of tasks.
8. Preparing project reports, in coordination with the students and staff.
9. Arranging/organizing/conducting meetings and ensuring following up where required.
10. Planning and execution of conferences and workshops.
11. Coordinating with the CTCS safety chairperson and external experts regarding safety audits and requirements.
12. Coordinating with the administrative assistant and other staff and students on the cleanliness of the lab and student spaces.
13. Coordinating videography, news reports on publications or other achievements from the group, website & social media management.
14. Point of interaction for external visitors and contacts.
15. Coordinating for CSR fund applications.
16. Coordinate visits including those from collaborators and funding agencies.
17. Creating processes and tools for the effective management and use of equipment.
18. Ensuring appropriate and equitable access of resources.
19. Train students for enhancing productivity and creativity; Monitor productivity and performance of teams; engage in team building activities. All the activities are expected to be carried out in a gender sensitive and inclusive manner.
20. Maintaining a repository of all the data, published manuscripts, figures and processed results.
21. Develop a program for smooth induction and exit from the center.

The last date for submission of online application is 12.04.2023.

General Instructions to the candidates

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website <https://icandsr.iitm.ac.in/recruitment/> - (Please check the advertisement number Advt. 46/2023 displayed and submit the application for the relevant position).
- 4) Separate application has to be filled for each post.
- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.
- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.
- 11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- 16) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
- 17) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

- 18) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be liable to be terminated.
- 19) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 20) Applicants who are working in any one of the Project at IIT Madras, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 21) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
- 22) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 23) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 24) Only shortlisted applicants will be contacted.
- 25) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 26) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 27) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 28) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- 29) If there is any issue to submit the application please send E-mail to : recruitment@iitm.ac.in / icsrrecruitment@iitm.ac.in Contact: 044- 2257 9796 on all working days from 9.00 AM to 05.30 PM (Monday to Friday – except National Holidays). (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 30) Instructions to apply online:- Eligible applicants would require to register and apply online through <https://icandsr.iitm.ac.in/recruitment/> and submit the application.

Sd/-

Senior Manager –HR

Centre for IC&SR

IIT Madras