



भारतीय प्रौद्योगिकी संस्थान हैदराबाद

कंडी - ५०२ २८५, संगारेड्डी, तेलंगाना, भारत

फोन : (०४०) २३०१ ६०३३; फ़ैक्स : (०४०) ६००३ / ३२

**Indian Institute of Technology Hyderabad**

Kandi – 502 285, Sangareddy, Telangana, INDIA

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## Advertisement for Project Staff (Contract Basis)

IIT Hyderabad invites online applications for the below advertised positions from the qualified applicants.

**Project Manager – 1 Post:** (Temporary appointment on Contract basis for a period of 11 months, renewable based on performance)

Salary	<ul style="list-style-type: none"><li>6LPA - 12LPA based on experience and performance.</li></ul>
Essential Qualification	<ul style="list-style-type: none"><li>First class undergraduate degree preferably B. E./B. Tech in any Engineering discipline</li><li>Master's degree in Business Administration (MBA) or Engineering from recognized Universities/Institute of repute with good track record</li><li>Experience: Minimum 2 year of working experience in technology business sector</li></ul>
Desirable Qualifications	<ul style="list-style-type: none"><li>Project management experience in automobile industry or transportation sector</li><li>Proficiency in Japanese</li></ul>
Job responsibilities	<p>The selected candidate will be responsible for leading the operations and overseeing the activities and overall administration of the projects while maintaining the internal liaison with the IIT Hyderabad faculty and external liaison with various stakeholders of the project.</p> <ul style="list-style-type: none"><li>Organizes project activities that may require managing meetings and communication ensuring completion of the project on schedule.</li><li>Plan, coordinate and direct schedules. At times, directs the activities of support staff working in the project and subcontractors and is responsible for ensuring appropriate</li></ul>

	<p>resources are allocated and maintained to facilitate the successful completion of the project.</p> <ul style="list-style-type: none"> <li>• Manages and coordinates project priorities that require critical thinking and complex problem solving.</li> <li>• Be the coordinating manager between IIT Hyderabad and various stakeholders of the project by leveraging the resources of the institute for the benefit of the project.</li> </ul> <p><b>The ideal candidate should possess the following skills and attributes:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal communication, organizational, public speaking and written communication skills.</li> <li>• Effective and strong network building capabilities to establish relationships with the various stakeholders and partner organizations.</li> <li>• Good understanding of the Industry-Academia ecosystem.</li> <li>• Ability to lead the team and execute projects independently.</li> </ul>
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**Project Assistant (2 Posts) / Project Staff (2 Posts):** (Temporary appointment on Contract basis for a period of 11 months, renewable based on performance)

Salary	<ul style="list-style-type: none"> <li>• 3LPA to 5LPA based on experience and performance.</li> </ul>
Essential Qualification	<ul style="list-style-type: none"> <li>• Applicants should have completed a Bachelor's degree (e.g., B.Com/B.Sc./any Engg) with at least 60% marks in aggregate</li> <li>• Good letter drafting skills and excellent communication skills</li> <li>• Well versed with MS Office products and Google Drive to manage the documentation for the project</li> <li>• 4-wheeler (car) driving license</li> </ul>
Desirable Qualifications	<ul style="list-style-type: none"> <li>• M.B.A. or other post-graduate degree with at least 60% marks in aggregate</li> </ul>
Job responsibilities	<ul style="list-style-type: none"> <li>• Taking care of project activities in terms of coordinating with stakeholders and working closely with the project management team and other project staff.</li> <li>• Managing the purchase, stock maintenance, documentation, approval, etc.</li> </ul>

**Last date for applying is 05<sup>th</sup> Aug, 2021**