



# WISE SNTWU INCUBATION CENTRE (Section 8 Company)



Office: - 5th Floor, Usha Mittal Institute of Technology,  
SNDT Juhu Campus, Juhu Tara Road, Santacruz (W), Mumbai - 400 049

Reg. No. U80902MH2021NPL357754

Date: 08-02-2023

## **Recruitment Advertisement**

WISE- SNTWU INCUBATION CENTRE, Mumbai (funded by Maharashtra State Innovation Society) is a Section 8 Company (CIN: U80902MH2021NPL357754) hosted by SNDT Women's University, Mumbai.

WISE- SNTWU INCUBATION CENTRE (Section 8 Company) invites the applications for the post of Manager – Incubation Services.

Applicants expected to be possessing relevant qualification and experience with adequate exposure in Start-up Ecosystem. Interested candidates are requested to submit resume on emails: connect@wisesndtwu.org and laxmi.goritiyal@wisesndtwu.org **within 10 days from the date of advertisement.**

<b>Job Title</b>	Incubation Manager
<b>Location of Posting</b>	Mumbai
<b>No. of Posts</b>	1
<b>Nature of Post</b>	The vacancy is to be filled-up purely on contract basis for an initial period of 2 years and further extendable for 2 years. The appointment shall come to end on the expiry of the contract period.
<b>Age limit</b>	Not more than 37 years
<b>Remuneration</b>	Remuneration is negotiable and will be based on the professional competence and experience of the candidate.

### **Educational and other Qualifications**

#### *Essential:*

Postgraduate in Design/ Business Administration/ Health / Technology or related disciplines from a recognized national or international institution.

#### *Desirable:*

An MBA full time in Business Administration from a recognized, accredited and reputed Institute/ University.

### **Required Skills**

A highly motivated individual looking to work in the start-up ecosystem.

- Experience of leading/ coordinating key activities in an incubator/ accelerator.
- Prior experience as a start-up founder or with a relevant VC/ Angel investment firm.
- Overall understanding of the start-up incubation process and related challenges.
- Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid “learn and implement” iterations, strong bias for action and outcomes-based orientation.
- Good overall leadership and networking skills.

- Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary.
- Experience of running multi-functional teams.
- Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)

**Age Limit:** not more than 37 years

**JOB DESCRIPTION for Incubation Manager:**

- Delegating responsibilities and supervising business operations
- Hiring, training, motivating and coaching employees as they provide attentive, efficient service to customers, assessing employee performance and providing helpful feedback and training opportunities.
- Monitoring department activity and ensuring it is properly provisioned and staffed.
- Establishing and achieving business and sustainable objectives.
- Maintaining a clean, tidy business, ensuring that signage and displays are attractive.
- Generating reports and presenting information to upper-level managers or other parties.
- Ensuring staff members follow company policies and procedures.
- Other duties to ensure the overall health and success of the business.
- Basic program marketing including; regular social media posts, event participation, material distribution, website updates, etc to be assessed
- Manage project teams and ensure regular communication with all stakeholders.
- You will be encouraged to experiment actively and develop an innovation that adds value to WISE and/or the social entrepreneurship field, in general.

Sd/-

Dr. Laxmi Goritiyal  
Chief Executive Officer

WISE SNTWU INCUBATION CENTRE, Mumbai

Date: