

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2023/12

Date: 04 Dec, 2023

IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub (TIH) for System Simulation, Modeling, and Visualization under the aegis of the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The hub is being supported by the Department of Science & Technology, Government of India. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Jr. Coordination Manager/Coordination Manager/Sr. Coordination Manager

Key Responsibilities:

Executive Communications Management:

- Oversee and optimize all aspects of the CEO/Project Director's Office communications, encompassing emails, phone calls, presentations, and official correspondence.
- Articulate and draft emails, letters, and various communication materials on behalf of the CEO/Project Director's, ensuring the highest level of professionalism and effectiveness.
- Execute coordinated and meticulous management of all Documentation, Presentations, Quarterly Bulletin, Review Reports, and other DST-related emails.

Strategic Relationship Building:

- Foster and nurture valuable connections with external organizations, exploring and building potential business opportunities and strategic collaborations

Content Development and Outreach:

- Collaborate with the team to conceptualize and craft compelling social media posts for the organization, aligning content with the overarching strategic objectives.
- Develop and distribute press releases to targeted media outlets, enhancing the organization's visibility and brand presence.
- Work on the content for outreach bulletins and brochures, harmonizing the messaging with the organization's mission and goals.

Stakeholder Engagement and Program Coordination:

- Efficiently coordinate all aspects of logistics for outreach programs, ensuring a seamless experience for all stakeholders involved.
- Foster seamless collaboration with multidisciplinary stakeholders internally and externally to orchestrate and enhance the effectiveness of all programs and initiatives.
- Lead the coordination efforts for high-level groups, board of directors, and annual general meetings.

Administration:

- Efficiently manage stock inventory and maintain meticulous records, safeguarding the organization's assets and resources.
- Establish and maintain a comprehensive and systematic record system for collaborations, photos, news articles, and other pertinent documents, enhancing data accessibility and utilization.

Qualifications:

Bachelor's degree with experience in executive support, communications, or a related field.

Higher relevant degree will be preferred

Exceptional written and verbal communication skills.

Strong organizational and project management abilities.

Ability to maintain the highest level of confidentiality and professionalism.

Exceptional interpersonal skills and the ability to build and maintain relationships.

Compensation: As per industry standards.

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. The position is contractual, full time in nature and subject to periodic performance reviews.