



**Inviting Applications for Chief Executive Officer (CEO) for SIIF**

SSCBS Innovation and Incubation Foundation (SIIF), is a Section 8 company (an incubation centre) promoted by Shaheed Sukhdev College of Business Studies (University of Delhi) and funded by the Govt. of NCT of Delhi (GNCTD).

SIIF invites applications for the position of CEO of the Incubation Centre at Shaheed Sukhdev College of Business Studies (University of Delhi), Rohini, New Delhi as per the following details:

**NUMBER OF POSTS:**

01 (one only) - merit based

**QUALIFICATIONS:**

**Essential:**

- a) MBA (or equivalent) or a Master's Degree in Management/ related discipline with minimum 10 years of experience of which atleast 3-4 years should have been spent in the Start-up Ecosystem as a start-up founder/ co-founder/ core team member and/or having worked in a start-up enabling organization such as an incubator, accelerator, venture capitalist angel fund group, or a start-up community organization.
- b) Impeccable track record and proven delivery.
- c) Applicants must be able to clearly demonstrate entrepreneurial skills and experience as an entrepreneur or having closely worked with entrepreneurs.
- d) Applicants should be able to clearly demonstrate leadership and management skills, and previous experience of leading teams and programs is a must.
- e) Technologically capable.
- f) Must be less than 50 years of age as on 31 Jan. 2020.

**Desirable:**

- a) Applicants with previous experience collaborating with government departments/ agencies/ allied organizations, demonstrable fundraising for non-profit organizations and experience in creating pool of mentors and investors shall be preferred.
- b) Applicants must preferably have a clear understanding of local, national and global start-up ecosystems and the ability to find ways to collaborate with ecosystem stakeholders for advancing the objectives of the Incubator.
- c) Applicants should be able to clearly demonstrate understanding of social impact innovations and social entrepreneurship concepts, and further possess a passion for solving social issues and challenges.
- d) Applicants preferably possess a strong command on English language with suitable proficiency in Hindi. Applicants are expected to be well suited in conceptualizing, compiling, and putting together papers, presentations, documents, proposals, etc.
- e) Location of the job is Delhi, India, and familiarity of the applicant with the city of New Delhi and surroundings will be preferred.



- f) Good communication skills, good team building skills, good listening skills are top pre-requisites.
- g) Strong ability to build ecosystems, collaborate with stakeholders, connect with people & events and ability to use technology to accelerate sharing of information is critical.
- h) Good financial management ability, demonstrated ability to manage with financial responsibility is desired.
- i) Preference will be given to individuals having previously worked in middle or top-management of existing incubation centres/ or at an organization playing crucial role in the incubation pipeline.
- j) Proficiency in using MS Office tools, Tally and other business management softwares is desirable.

### **JOB DESCRIPTION:**

- The CEO of SIIF will lead all the day-to-day operations of SIIF and work towards scaling up the operations further.
- The CEO shall be appointed under the aegis of SIIF. The CEO shall report to the Board of SIIF.
- The CEO will be required to lead all operations of the Incubator, give it strategic direction in line with the start-up and innovation vision of the College, hire and nurture a competent team, build and scale incubation programs, outreach programs, creating pool of mentors and investors, measure impact, as well as collaborate with national and global ecosystems to employ best practices in order to convert the incubation centre into a world-class hub for solving societal challenges.
- The CEO shall handle duties assigned by Chairperson SIIF and Board of Directors (BoD) SIIF from time to time.
- The CEO shall undergo detailed performance appraisals every quarter and cumulatively at the end of each year.
- The CEO, in consultation with the Board of Directors and Advisory Board, shall develop vision, strategy and business model to achieve the objectives of the Company.
- The CEO will closely work with the Board of Directors and report to the Chairperson/ Managing Director/Board of Directors for implementation of strategy, review and plan for continuous improvement.
- The CEO will be required to give direction to the Company primarily towards establishing it as a key player in incubation/acceleration space which includes establishing world-class incubator(s), strategy to build, execute & scale incubation programs, outreach activities, measure impacts, collaborate with the partners/stakeholders of the start-up/entrepreneurial ecosystem, etc.
- The CEO will be required to provide overall strategic guidance, framing procedures, guidelines, best practices etc. for co-ordination, consolidation, synergy and success of incubator(s) & incubated start-ups.
- The CEO will define innovation, vision, long term strategies, plans and success metrics to ensure that SIIF becomes a leading incubation foundation.



- Program management and execution; Develop tools for strategic planning, prioritisation and milestone-based execution of an overall program.
- The CEO will be responsible for identifying and attracting suitable start-ups & entrepreneurs for SIIF.
- As the spokesperson of the incubator; engage key internal and external stakeholders to be able to tap the best entrepreneurial talent and partners.
- Detail multi-phased innovation programs under SSCBS Innovation and Incubation Foundation (SIIF) as well as define the process for start-up selection, onboarding and graduation models; Develop program curricula for participating entrepreneurs and start-ups, including innovation contests, boot camps, mentorship programs, and other services offered;
- Design financial strategy to ensure long-term self-sustainability of the incubator, including potential equity participation, other direct revenues, and viability gap financing; Oversee financial management of the foundation to ensure efficient allocation of resources, highest standards of compliance, and achievement of targeted returns on investment;
- The definition of key innovation areas, development of products and services having strategic and long-term value, the establishment of key operational and funding partnerships, as well as setting up and managing an executive team to achieve defined goals.
- Design frameworks and mechanisms to evaluate start-ups across team strength, product quality, business model, and other relevant parameters;
- Identify and build requisite internal capabilities to support incubation program, including team, infrastructure, partners, capabilities, etc.
- Lead an operational team to execute the vision of incubator and achieve its defined goals and targets. Partner and Donor relationship management Identify and engage relevant partners across funding, technology, knowledge, and implementation to build an effective partnership ecosystem in new priority areas;
- Build relationships, engagement models and collaborate with partners during all stages; from ideation to role definition to MOU development to execution; Work with broader internal leadership to secure additional funding for phased program expansion and key areas where needed.
- The CEO shall work towards securing alternative sources of funding for SIIF activities.
- The CEO shall work towards getting SIIF recognised and empanelled with various government agencies such as DST etc. related to the start-up ecosystem in India and abroad.

Note:-

The CEO shall initially be appointed for a period of one year which shall be extended (based on the performance in the previous year) every year for a total of three years from the date of joining SIIF.

### **COMPENSATION:**

CTC will be in the range of ₹18 to 30 lakhs p.a. fixed and consolidated including perks. (Deserving candidates may be considered towards the upper end of this band)

### **SELECTION PROCESS:**



A shortlist of applicants will be selected by an Expert Committee from all the applications received. Shortlisted applicants shall then be invited for a personal interview by an empowered selection committee.

- Applications received by the closing date shall be screened by a duly constituted Committee. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- The 'screened-in' candidates shall be called for Personal Interview at the SIIF office.
- A merit list of candidates shall be created based on their performance in the personal interview, and in order of precedence in the merit list, an applicant shall be selected for the position of CEO.
- A formal employment offer shall only be offered to the selected applicant upon mutual understanding of joining date and strategic outlook of the selected candidate. The selected applicant may also be given considerable time for transitions between jobs, if so necessary, as per mutually agreed terms.
- The decision of the management of SIIF shall be final in all matters related to this selection and eventual recruitment.
- Shortlisted candidates, at the time of the personal interview, must bring their original documents for verification and one set of duly self-attested photocopies of those documents.
- The name of the Applicant in the application form must be the same as mentioned in the certificate of matriculation. In case the candidate has changed his name after matriculation, the evidence to that effect should be furnished at the time of the interview.
- No TA/DA would be admissible for appearing for the interview.
- Corrigendum(s), if any, would be put up on [www.siif.in](http://www.siif.in) and [www.sscbsdu.ac.in](http://www.sscbsdu.ac.in).

#### **GENERAL TERMS AND CONDITIONS:**

- Canvassing in any form will be treated as disqualification.
- Experience in the relevant field shall be calculated after attainment of the minimum essential qualification(s).
- Mere fulfilment of qualifications and experience requirements does not entitle candidates to be called for an interview.
- In case any candidate found ineligible on any grounds after appointment, their service will be terminated immediately without assigning any reason thereof.
- The role is contractual in nature for upto 03 years subject to receipt of grant/ business sustainability.
- SIIF reserves the right to not fill this role in case a suitable candidate is not found.

#### **HOW TO APPLY:**

- Interested candidates may send their detailed CV, along with a covering letter and one latest photo to [careers-SIIF@sscbsdu.ac.in](mailto:careers-SIIF@sscbsdu.ac.in) within 21 days of the release of the ad in newspapers. Please mention post applied for in the subject line.



- A hardcopy of these should be sent/ delivered to Room 036, Shaheed Sukhdev College of Business Studies, KN Katju Marg, Sector 16, Rohini, Delhi – 110089 within 21 days of the release of the ad in newspapers. Please write the post applied for on the top of the envelope.
- Applicants in government roles should apply through proper channels and ensure that the hardcopies reach SIIF on or before 21 days from release of the ad in newspapers.