

**Section Officer ( 01-POST)**

Name of the Post	Section Officer
Location	Mumbai
Job Description	<ul style="list-style-type: none"><li>• Provide relevant data and funding agency at the given milestones and oversee the daily operations and ensure smooth functioning.</li><li>• Develop and maintain relationships with external stakeholders, including industries, research organizations, government bodies, and international partners.</li><li>• Facilitate collaboration between the institution and industry for research, innovation, and funding.</li><li>• Negotiate and draft Memorandums of Understanding (MOUs) or agreements with partners.</li><li>• Ensure timely execution of innovation and incubation projects.</li><li>• Monitor and report progress on ongoing projects and partnerships</li><li>• Assist startups and researchers in applying for grants and other funding sources.</li><li>• Handle administrative tasks such as budgeting, financial reporting, and documentation.</li><li>• Ensure compliance with regulations, policies, and guidelines from funding bodies and governing authorities.</li><li>• Internal correspondence, maintaining minutes of meeting of all board meetings.</li><li>• Coordination for meetings with colleges and board members</li></ul>
Qualification & Experience	<ul style="list-style-type: none"><li>• Bachelor's or Master's degree in Business Administration, Engineering, or related fields.</li><li>• Strong project management and administrative skills.</li><li>• Ability to build and manage external relationships with industries, research institutions, and funding bodies.</li><li>• Excellent communication, negotiation, and interpersonal skills.</li><li>• Knowledge of government policies related to education</li></ul>
Salary	INR 60,000/- per month [Consolidated]

Mumbai- 400 001

Date : 27-09-2024

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Registrar.