



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory Institute governed by the NIFT Act 2006)

(Ministry of Textiles, Government of India)

NIFT Campus, Hauz Khas, New Delhi – 110016

NIFT Design Innovation Incubator (NDII)

Terms of Reference (TOR)

CHIEF OPERATING OFFICER (COO) - FASHION AND LIFESTYLE ACCESSORIES

The COO will be a part of the senior management team, and will play a key role for executing incubation plans and programs. Broadly, the COO's role is to implement NDII objectives, initiatives, policies, and participate in creating strategies. The person will also supervise, coordinate and monitor all the activities of NDII in consultation with CEO.

Roles and responsibilities:

- Primarily responsible for overall incubation operations, infrastructure and facilities, administration. HR, IT systems in the specific regional DII, Supervision of accounts & finance, legal functions.
- Participation in long-term business strategic plans. Putting in place policies and processes to achieve NIFT DII objectives, promote its vision and culture. Assist in expansion of programs, outreach and network of NIFT DII.
- Planning, managing, analysing incubation and innovation programs, policies, infrastructure and facilities. Oversee operations, measuring efficiency and effectiveness of processes, and find ways to improve them.
- Involvement in annual budgets preparation and adhering to financial discipline.
- Team management and recruitment. Mentoring and motivating them to achieve organisational objectives. Promoting communication within the team for information flow and smooth communication. Develop HR policies to integrate team with organisation's mission and culture. Setting goals for performance and growth of team.
- Act as a liaison between the incubators and various stakeholders, helping them connect with mentors, investors, experts. Organising events and outreach activities for start-ups.
- Relationships with various government agencies, reporting and compliance for various government grants. Connect with business network for benefit of the start-ups.
- Support functions of regulatory compliances, legal agreements, agreements of commercial and non-commercial nature.

- To help and mentor innovators/ entrepreneurs in developing their ideas into shaping the Business plans and Business teams, and bring together entrepreneurs and potential Business partners and mentors.
- Undertake activities in compliance to the instructions from the Board of directors of DII and the CEO

Eligibility

i) Qualification

Graduate in Fashion and Lifestyle Accessory Design/Accessory Design/Lifestyle Product Design/Interior and Furniture Design from NIFT or Post Graduate any of the above areas with graduation in the same or related field from an institute/university duly recognized by the Govt. Preference will be given to the candidates with both Graduate and Post Graduate Degrees in any of the above areas.

ii) Work Experience

Minimum 5 years in the related field particularly in the area of entrepreneurship and business start-ups.

iii) Preferred skills

- Excellent verbal and written business communication and organizational skills
- Strong interpersonal skills and experience in interacting with a diverse group of people
- Experience coordinating data and drafting reports
- Experience/understanding of business start-ups and their issues

Age Limit: Maximum 40 Years

Age Relaxation: Maximum of 5 years in case of exceptionally qualified / deserving candidate

Salary:

PB – 3 + Grade Pay Rs. 5,400/- (Level 10) (Gross Salary at entry level – Rs. 90,000/- approx.)

Higher starting pay with upto maximum five additional increments may be considered by the Selection Committee at the time of selection in the case of exceptionally deserving candidate.

Duration:

The position will be initially for 3 years on contract basis and may be further extended depending upon the requirement. The selected person will be based at NIFT, Mumbai.

Reporting:

COO will report to CEO, "NIFT Foundation for Design Innovation", a Private Ltd. Company.

S8 Company:

The above appointment will be for S8 company being registered by NIFT under the Companies Act 2013. The Section 8 Co. shall be incorporated with the name of "NIFT Foundation for Design Innovation" as a Private Limited Company.

Job Application:

Applications including CV, Statement of Purpose within 500 words and two (2) references, are to be submitted to: Email: dii@nift.ac.in

Last Date for submission of application: *15th June 2020 (15/06/2020)*