



KIED
Kerala Institute for
Entrepreneurship
Development
Department of Industries & Commerce
Government of Kerala

KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT

The Centre for Management Development (CMD), Thiruvananthapuram on behalf of Kerala Institute for Entrepreneurship Development (KIED) invites applications from competent and qualified candidates to the post of Deputy Manager (Innovation), Assistant Manager (Incubation), Assistant Manager (Industry Academy Collaboration), Assistant Manager (Facilitation) and Junior Manager (Publications & Platform) on contract basis. Interested candidates may apply via ONLINE mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The details are given below. The online application submission link will open on 29/03/2023 (10:00 AM). The last date for submitting online application is 12/04/2023 (05:00 PM).

Note: Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3 MB in size.

About KIED

KIED was established as an autonomous body of the Government of Kerala on 9th November 1994 and established in Kochi in 2005. It aimed to promote the spirit and culture of entrepreneurship among the youth of Kerala by giving them orientation in Human Resources Development and training in skill development and leadership. KIED develops the spirit of entrepreneurship among the people through Entrepreneurial Awareness Campaign, Seminars, Workshops as well as Research and Development etc. leading to more and more self-employment thereby developing the people of Kerala as an enterprising society.

1. General Conditions of Appointment

Nature of Appointment	: Contract Appointment, Initially for one year - may extend based on Government Decision and Performance of the Candidate (Immediate Appointment)
Salary	: Consolidated Salary Deputy Manager Positions: Rs. 60,000/- Assistant Manager Positions: Rs. 40,000/- Junior Manager Positions: Rs.30,000/-
Place of Appointment	: At KIED Head Office (Kalamassery, Ernakulam)

2. Details of Post, Number of Vacancies, Qualification & Experience Requirement

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (29/03/2023)	Upper Age Limit as On (29/03/2023)	Salary
1.	Deputy Manager (Innovation) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA	Minimum 05 years of relevant experience preferably in Government/Start up Ecosystems / Entrepreneurship Development Institutions / Research Institutions etc. <i>Desired Skills:</i> -Multitasking & organized and should be able to work independently. -Detailed understanding of innovation/entrepreneurship/MSME ecosystems will be an added advantage. -Good Knowledge of MS- Suite like PowerPoint, Excel etc. -Proven experience in management leadership roles in diverse teams and a team player. -Project management experience in managing portfolio of projects/ initiatives /consulting assignments. -Exceptional leadership, time management, facilitation, and organizational skills and negotiation skill.	35 Years	Rs.60,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (29/03/2023)	Upper Age Limit as On (29/03/2023)	Salary
			-Outstanding working knowledge of change management principles and performance evaluation processes.		
	<p>Job Roles of Deputy Manager (Innovation) Job Brief: This is a multi-disciplinary role demanding collaborating with multiple stakeholders, government, experts, institutions, entrepreneurs, national and global ecosystems to employ best practices in order to create a best-in-class entrepreneurial hub. DM being a team leader providing communication between departments & employees and skill fully & efficiently manage the various activities to achieve monthly goals & maintain quality standards.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • The incumbent will be required to provide overall strategic guidance, framing procedures, best practices etc for overseeing the success of various activities under the vertical ie incubation/ acceleration /technology transfer/industry academy collaboration/facilitation. • The DM will be required to listen, develop and strengthen relationship with government agencies, Academic institutions, other incubators, venture capitalist, funding institutions, financial institutions in India and abroad for investing in ventures, developing strong panel of mentors, service providers and other start-up ecosystem players as required. • The DM will be responsible to plan and execute activities within the pre-approved budget including verification and recommendation of release of operating expenses, ensure proper implementation and strict monitoring of annual plan budget and targets. • Managing performance, productivity & competencies of the various teams. And reporting key results to senior executives. 				
2.	Assistant Manager (Incubation) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA	Minimum 3 years of relevant experience preferably in Government/Start up Ecosystems / Entrepreneurship Development Institutions / Research Institutions etc. <i>Desired Skills:</i> -Experience in writing proposal and successfully fetching government grant. -Managing and tracking all financial activities under various Programmes including, sourcing grants / funding, disbursements, milestone tracking, financial reporting etc.	30 Years	Rs.40,000

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			<p>-Networking with industry and mentors, experience of filing and documentation of centre, operations, knowledge of quality systems, planning, operation and scaling mentoring services etc.</p> <p>-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.</p> <p>-Excellent skills in entire Microsoft Office suit (MS word, PowerPoint, excel etc.).</p>		
	<p>Job Roles of Assistant Manager (Incubation) Job Brief: The individual has to lead incubation / acceleration program and will be responsible for the program operations and execution of all entrepreneurship/start-up engagement activities from the pre-program stage, through program stage and the post program stage by monitoring, controlling and reporting progress. This dynamic role is suitable for a passionate and resourceful person looking to apply their diverse skills to make real contribution to the centre. Conducting inspirational and capacity building Programmes, workshops in association with KIED COE, incubator, innovators and institutions and make the center sustainable.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Overall planning the activities, resources and Programmes of incubator / accelerator etc. Management of activities required to support entrepreneurs and mentors during the execution of the program. • Create, plan and implement various Programmes to assist early stage, mid stage and scalable enterprises by supporting pilots, track the process, assist cohort in obtaining finance etc. • Establish collaboration with various ecosystem participants such as incubators, accelerators, investors, corporations academic institutions, sponsors, others. • Organize events for fundraising, networking etc. Develop and execute outreach activities as part of the Programmes through various platforms. • Prepare appropriate reports and keep a thorough record. • Write proposals and source funds and grants, mile stone tracking, financial reporting etc. 				

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			<ul style="list-style-type: none"> Conceptualize, compiling and putting together papers, presentations, documents and proposals, preparing incubation policy document, knowledge of start - up / entrepreneurship support system. 		
3.	Assistant Manager (Industry Academy Collaboration) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA	<p>Minimum 03 years of relevant experience preferably in entrepreneurship development/industry academy collaboration/similar sectors.</p> <p><i>Desired Skills:</i></p> <ul style="list-style-type: none"> -Experience of establishing networking and association with global universities of repute in entrepreneurship/ innovation/ technology/design etc. -Ability to innovate and build relationships and experience partnering with industry, academia and/or government to deliver projects with mutually beneficial outcomes. -Excellent interpersonal and communication skills with sound negotiating and conflict resolution skills. -Excellent skills in entire Microsoft Office suit (MS word, PowerPoint, excel etc.). 	30 Years	Rs.40,000
	<p>Job Roles of Assistant Manager (Industry Academy Collaboration)</p> <p>Job Brief: The individual will work closely with the partner universities, institutions for devising industry academy engagements for the benefit of Government/Institutions / Entrepreneurship Ecosystem.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> Initiate, design, and deliver strategies, policies and Programmes relating to the industry-academic partnerships, identify funding opportunities and coordinate activities. Align industry-academic collaborations with other EDC Programmes and activities and act as a conduit for researchers to collaborate with industry and government. Should establish active and result oriented programs and partnerships with academic institutions/government/ industries. 				
4.	Assistant Manager (Facilitation)	B.Tech or MBA or CA Inter and above	Minimum 03 years of relevant experience preferably in business / Business counselling/assessment/advisory/facilitation in	30 Years	Rs.40,000

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	(Vacancy: 01 no.) Department: EDC	or CS Executive.	Government Institutions/ Educational Institutions/ Reputed Pvt Institutions <i>Desired Skills:</i> <ul style="list-style-type: none"> • Ability to communicate and build relationships with all levels of staff and owners across all business size and maturity. • Excellent project management and administrative skills and a high standard of communication skills in Malayalam and English. • Report writing skills, with excellent skill in MS office tools like word, excel, power point to prepare project reports/ financial analysis etc. 		
	<p>Assistant Manager (Facilitation) Job Brief: The individual need to promote and encourage entrepreneurship in technology intensive MSME and high value enterprises by providing information and advice about starting and running a business.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Promoting and encouraging entrepreneurship in sectors and regions by providing information and advice about entrepreneurship and starting and running a business to clients, community organizations and other relevant stakeholders. • Providing tailored mentoring and assistance to individuals. This includes facilitating interactive engagements to provide information and advice (such as workshops and networking events) and providing mentoring assistance and advice. • Linking and referring individuals to appropriate services that will help them start and run their own business. • Understand MSME businesses and issues impacting on its operation including understanding of commercial and financial principles. 				
5.	Junior Manger (Publications & Platform) (Vacancy: 01 no.) Department: CoE	B.Tech or MBA or PG in Journalism/ Mass Communication	<ul style="list-style-type: none"> • Minimum 02 years of relevant work experience preferably in Government Sector/Educational institutions /Start-up/Entrepreneurship Development agencies /reputed organization. <i>Desired Skills:</i>	28 years	Rs.30,000

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			<p>-Experience in editing, publishing and demonstrated ability to edit and write a wide range of materials for a diverse target audience with sound computer, layout and publishing skills, with relevant technical knowledge in production of technical documents and meeting reports in print and electronic form.</p> <p>-Excellent oral and written communication skills.</p> <p>-Self-starter who can work effectively with minimal supervision as part of an interdisciplinary team.</p> <p>-Experience in writing, editing and publishing articles on website and</p> <p>Knowledge on the use of website content management system (CMS).</p> <p>-Ability to create appropriate content for dissemination via press releases, social media, websites, and other distribution channels.</p> <p>-Analytical thinker with strong conceptual and research skills.</p> <p>-Excellent skills in entire Microsoft Office suit (MS word, PowerPoint, excel etc.).</p>		
	<p>Job Roles of Junior Manager (Publication & Platform) Job Brief: Junior Manager should oversee development, execution and delivery of digital and print content across all our channels. The role requires a communication specialist who can develop and implement all targeted content for various media platforms. Research, write, proof read, and edit all content, implement and manage campaigns, and deliver public relations and communications plans. Duties & Responsibilities</p> <ul style="list-style-type: none"> • Identify and implement innovative ways of creating marketable informational content in print and digital format and market it among the target groups. Create and execute a publishing schedule and keep our stream of content publishing uninterrupted. • Maintain and manage the website ensuring contents are up to date and relevant. 				

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			<ul style="list-style-type: none"> • Study key sectors in the MSME space and generate insights, use cases and industry analysis for internal and external usage. • Compile and produce periodic Reports and Publications. Write and compile contents for circulars, brochures, newsletters, media releases and reports. Arrange circulation of newsletters, circulars, Calendar etc. Promote public awareness using appropriate publication and advertising materials. • Serve as editor for all content to ensure quality, clarity and consistency. • Collaborate with stake holders, students, entrepreneurs, Industries and content providers etc. to create promotional concepts. • Manage, maintain and update the library and resource center including print and digital assets. • Demonstrate high level of enthusiasm for and ability to convey the mission to internal and external stakeholders in a clear and compelling manner. 		

** Relaxable in case of candidates with excellent academic profile/experience profile*

Only post qualification work experience of the candidate until 29.03.2022 will be considered.

**Candidates should clearly mention about the task and duties performed in current/previous organization.*

Note:

- Candidates should apply through online mode only.
- It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
- KIED reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post based on marks secured in their qualifying examination and/or years of relevant experience. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail ID of the candidate.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.

- Intimations will be sent by e-mail and/or SMS only to the e-mail ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, e-mail address, and technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
- Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice. KIED reserves the right to fill or not to fill the post advertised.
