



Indian Institute of Management Lucknow
SIDBI Centre for Innovation in Financial Inclusion (SCI-FI)

Recruitment for the post of Senior Project Associate – SCIFI

SIDBI Centre for Innovations in Financial Inclusion (SCIFI) was established as a joint programme of two leading public institutions, SIDBI and IIM Lucknow with the aim to provide a nurturing environment to start-ups especially those in the area of FinTech to bring about greater financial inclusion. It aims to unlock entrepreneurial potential and turn innovative ideas into products.

The key objectives of IIML- SCIFI include:

- Mentoring FinTech start-ups that will create products and services for financial inclusion.
- Promoting online discussion forums on FinTech and financial inclusion
- Spearheading capacity building, knowledge creation and dissemination in the domain of FinTech and financial inclusion

Job Role

IIML-SCIFI is looking for a ‘**Senior Project Associate- SCIFI**’ who will be an integral part of the incubator team, primarily responsible for routine documentation, accounting processes, co-ordination and communication along with liaison with IIM departments.

Job Description

The indicative job description of the Senior Project Associate will include (but not limited to):

1. Ensure prompt and seamless communication and follow-up as needed with in-house as well as potential partners to enhance incubator network and linkages.
2. Maintaining regular reports, databases, along with updates, feedbacks processes for the centre.
3. Adherence to the institutional documentation norms and approval processes and ensuring proper filing, labelling and availability of all records at all times.
4. Updating of accounting records as per laid down procedure and compilation of reports on required basis.
5. Managing media and communication for the centre related to its activities, events, promotions and marketing through all channels.
6. Provide project management support for activities in Incubation centre, drafting proposals etc. for building network and connections, prepare budgetary estimates for the events, track and monitor programmatic activities and outcomes to ensure the highest quality work and outputs.
7. Timely despatch of correspondence and follow ups till completion of tasks.
8. Any other responsibility delegated by CEO and Manager SCIFI.

Qualifications

1. The candidate should have a Graduate degree. However, preference will be given to Post Graduate degree and Technical Qualifications
2. Minimum 3 years of relevant work experience preferably in the areas such as Innovation/ Incubation/ Start-up ecosystem/ Entrepreneurship/ Networking with VCs/ Business development.
3. Working knowledge of computer with MS Office, including internet, emailing and social media.
4. Proficiency in written and verbal communication skills in English

Compensation

The position is a full time contractual appointment with a consolidated salary in the range of Rs. 25,000/- to Rs. 40,000/- per month. The actual salary would be commensurate with the qualification and experience of the candidate.

IIM-L is an equal opportunity employer. Eligible women candidates are encouraged to apply.

Selection Process:

1. Eligible candidates can apply online using Google form link given below.
2. Shortlisted candidates will be notified of the date and venue of selection by email.
3. Selection process will be conducted offline at IIM Lucknow campus and will consist of two parts:
 - a. Written test for proficiency in English.
 - b. Personal Interview by Selection Panel.

Apply online by July 5, 2019 by clicking on the following link:
<https://forms.gle/dPcPvZ8iEYifcZxNA>