

AHRC Job Ad No 2024-1

14 Aug 2024

Position: Principal Operations Officer

Location: IIT Bhubaneswar, Odisha

Reports To: Centre-Director, AHRC

About AHRC

The AI and HPC Research Center, AHRC is an interdisciplinary and collaborative research center designed as a National Research Center and hosted at IIT Bhubaneswar. At AHRC, faculty members and researchers from multiple disciplines at IIT Bhubaneswar and other prominent academic/industry/govt. institutions around the globe work together to find solutions to real world problems in several areas through research, innovation and application of Artificial Intelligence and High Performance Computing. Researchers from the fields of engineering, computer science, medicine, agriculture, basic sciences, finance, archeology and other areas work together to find integrated and comprehensive hardware and software solutions to problems faced by industry and society in general. Our most pressing research and innovation focus is in the application of Artificial Intelligence in areas that directly benefits the society such as medicine, agriculture, environment, sustainable communities and assistive technology. Researchers from more than 30 reputed organizations in the country and more than 15 prestigious organizations from abroad are collaborating with AHRC as a part of our virtual global team.

Job Summary:

The Principal Operations Officer (POO) will lead all aspects of day to day operational management and assist in research funding generation for AHRC. The POO will work closely with the Centre Director and other senior leaders to develop and implement strategies that foster research excellence, innovation, enhance operational efficiency, and help establish AHRC as a premier national and global research center in the field of AI and HPC.

Salary & Compensation:

Salary: Rs. 20-23 lakhs per year, consolidated

Essential Qualifications:

-Master's degree in Business Administration (MBA) along with a B.E./B.Tech in Electronics/Computer Science/Computer Engineering from a recognized and reputable university/institute.

-15+ years of experience in a senior management role, with a focus on operational management, in an industrial or academic research/innovation environment.

Job Responsibilities:

- Manage all aspects of the daily operations of AHRC, including facilities management, Recruitment and HR, Budget, Finance and Accounting, Equipment and other Purchases, with high standards of service delivery and operational efficiency.
- Develop and manage the AHRC budget, ensuring financial sustainability. Monitor and implement statutory norms for grants management and legal compliance.
- Work with faculty members and senior researchers at AHRC and external funding agencies to write research proposals and create a strong research funding pipeline for smooth operations of AHRC.
- Work with faculty members, research scientists and senior leaders of AHRC to ensure timely completion and delivery of research outcomes and product prototypes.
- Help manage AHRC's academic program including faculty and post graduate research degree programs.
- Help the Center-Director to build and maintain strong relationships with various other schools at IIT Bhubaneswar, other academic institutions, govt and private funding agencies, R&D organizations, financial institutions, government departments, and other stakeholders to coordinate and implement AHRC's activities.
- Promote AHRC as a premier global research center through public relations/awareness efforts.
- Help the Center-Director Set comprehensive goals for the performance, growth, and sustainability of AHRC.
- Establish and enforce policies that foster a culture of innovation, collaboration, and excellence and accountability.
- Identify and pursue opportunities for research translation, commercialization, funding, grants, and partnerships, as well as workshops, skill development, training programs, and outreach activities to support AHRC's growth and development.
- Develop and monitor key risk indicators and implement mitigation strategies.

Ideal Candidate Attributes:

- Proven experience as a COO/CEO or in a senior management role, preferably within a research park, research center, industry research lab, innovation hub, or similar environment
- Strong, open minded problem solving capability
- Demonstrable competency in strategic planning and business development.
- Excellent interpersonal, organizational, public speaking, and written communication skills.
- Experience in R&D portfolio management.
- Strong network-building capabilities to establish relationships with stakeholders and partner organizations.

- Good understanding of the industry-academia and startup ecosystem.
- Ability to lead a team and achieve research center objectives and targets.
- Willingness to travel.

How to Apply:

- Candidates who meet the eligibility criteria should apply by sending an email to: career.ahrc@iitbbs.ac.in.
- the email subject line should be “application for the position of senior Operations Officer at AHRC
- The body of the email should contain the name, current designation and contact phone number of the candidate
- the attachments should include pdf versions of the candidate’s resume, and a One page cover letter
- Shortlisted candidates will be informed for an interview, which may be conducted online or in-person depending on the situation.

Selection Procedure:

- Candidates will be shortlisted based on eligibility criteria, academic record, relevant experience, and overall fit with the position.
- Only shortlisted candidates will be contacted for an interview by the selection committee.
- *Meeting the criteria does not guarantee an interview call.*
- If no suitable candidate is found, the position will remain vacant, and a new advertisement may be issued at a later time.

Note: This is a contract position with a tenure of 1-3 years, and the Job definition/requirements will evolve over time as per AHRC requirements.