Position: Chief Operating Officer (COO) SATHI FOUNDATION – BITS PILANI

Location: BITS Pilani, Pilani Campus
Start Date: November 01, 2024
Contract: 2 years extendable depending on performance and funding
Salary: Annual CTC up to INR 15-18 lakhs (depending on qualification/experience/ suitability)
Reporting to: Chairperson, SATHI FOUNDATION – BITS PILANI

About SATHI FOUNDATION-BITS PILANI

The SATHI FOUNDATION-BITS PILANI (henceforth "The Foundation") is a Section 8 non-profit company hosted by BITS Pilani under the Sophisticated Analytical & Technical Help Institutes (SATHI) Scheme of Department of Science and Technology, Government of India (GOI). The mandate of the company is to create a National Facility with major analytical instruments and further provide shared, professionally managed services and strong Science and Technology infrastructure/facilities, with efficiency, accessibility, and transparency of the highest order under one roof to service the demands of faculty, researchers, scientist, and students of Host and User institutes/organizations (including other academic institutes, universities, national laboratories, start-ups, manufacturing and engineering industries, SME's, R&D Labs) to enable them to carry out R&D activities on a round the clock basis with minimum downtime. The primary aim is to build state-of-the-art national facilities at BITS Pilani, Pilani Campus, extending support to researchers, innovators, and startups building products and solutions.

The context and the role:

The Foundation was established in 2024 and the role provides an opportunity to build an organization from its nascent stages and strengthen it for future growth. SATHI Foundation BITS Pilani aims to become a catalyst for the next wave of IoT based smart electronic devices, prototyping, biotechnology, and healthcare startups in India while also meeting the diverse needs of researchers in various scientific and engineering domains. Ultimately, the collective efforts of the Foundation aspire to contribute to the betterment of the society. This envisioned center will encompass a prototyping facility, serving as a comprehensive platform to transform scientific breakthroughs into tangible products thereby serving the community and the nation in overall. The executive team is being built and the Foundation is hosted by BITS Pilani, Pilani Campus and is connected to top researchers in the BITS network and beyond.

Additionally, the Foundation will establish national and international partnerships and create a network of aligned organizations. The Foundation is aiming for optimal utilization of the facility and for future growth. The Foundation is looking for a leader who can contribute to establish the Foundation, work diligently for the growth of the Foundation, and deepen roots of scientific innovation including preparing a plan for growth and sustainability. This role will require travel and interactions with a wide gamut of stakeholders- researchers, students, startups, industry, government, and not-profit organizations and we expect decisiveness, empathy, and sound judgment in successful candidates.

Responsibilities:
- The COO will direct all aspects of the Foundation to drive and oversee programs to deliver targets agreed upon under the Foundation program. Should be able to work with the Hub Governing Body (HGB) and the execution team.
- The COO is expected to build a strong execution team within the Foundation. The execution team shall look after the day-to-day operation while the COO should be overlooking the overall functioning of the Foundation.
- Direct and manage processes transforming the Foundation as an innovation hub in the ecosystem to facilitate new business avenues in India and international markets.
- Policies: Establish policies that promote the Foundation's vision, mission, and culture including research, innovation, IPR Management, technology development and commercialization, entrepreneurship partnerships with industry, collaborative research with various relevant stakeholders, content/ schedule for training, mentor engagement, incubator, venture creation, policies and others.
- Ethics & Compliances: Ensure all ethics, and statutory compliances are met, all lease and other documentation is issued appropriately, tracked, and regulations are adhered and provide information for management reporting and prepare reports as necessary.
- Finance management: Managing the fund for various projects/activities at the Foundation and outside.
- Procurement process: Along with the purchasing team, the COO should be actively involved in the purchase of the high-end equipment and associated negotiation, acquisition of the equipment, and further installation.
- Documentation & Reporting: The COO Should be able to work with the staff to define mission, staff management, financial management, legal issues management, accountability, and effectiveness. COO will work directly with team for the implementation of the individual programs and for gathering relevant information for any grant reporting and preparing and submitting grant reports where required.
- Onboarding of users and/or clients: Develop and execute the strategy for with individual program managers for outreach to enhance visibility and user base of the facility, scouting, evaluating, selection and onboarding of high quality and innovative

R&D projects, start-ups and companies for partnering and will be using the active user of the facility.

- Operational and engagement strategy: Develop, and execute a rolling calendar of for the entire community, both internally and externally, for execution of specific events, hands-on training programs, symposium, special lectures etc.
- Publicity and communication: Manage communication and community outreach about Foundation and its activities through media including print, social media, television and events.
- Ecosystem Engagement: Good understanding and access to the national and international R&D in academic and industry, entrepreneurship ecosystem to provide high-quality mentor and advisory support to the scientific staff, fellows (Post Docs/PhDs/masters) nationally. Especially engage with Donors (e.g. Government, Corporates, business consortium), Start-ups (e.g. start-up specific programs and session), and Mentors from industry, corporates, advisors, regulatory bodies, and domain experts.
- Sustainability of Foundation: COO will work towards sustainability of the Foundation by exploring funding opportunities through grants and proposal for generating funding from government agencies, under CSR, sponsored and collaborative research.

Required Qualities of COO:
- A dynamic professional looking for a challenging opportunity in order to achieve the goals of the Foundation in respect to creating stronger user base, engaging with stake holders in academia, industry, MSMEs.
- Should have prior experience in running a large research facility or similar innovation organizations/platforms.
- Should possess effective communication, collaboration/partnership, organizational development, and Planning and management skills.
- Should possess gravitas and commanding respect, ability to interact comfortably with eminent and senior academicians, industry and government experts as well as other professionals, students, collaborators, and other stakeholders.
- Must be a believer in strong bias for action.

Qualification:
- Postgraduate or Doctoral Degree in Science/Engineering/Management from leading Indian/Global Science & Technology and/or Management Institutes.

Experience:
- A minimum of 8 years of experience post PhD with at least 3 years of leading a research facility or organization or with senior management level (SVP/VP) experience

- Candidate with MTech must have more than 12 years of work experience with at least 5 years of leading a research facility or organization or with senior management level (SVP/VP) experience.
- The work experience should include setting up and running a company, large research facility, incubator, technology, and applications labs. In addition, work experience in technology business management, people management, training and competency development, marketing, business development, strategy formation, procurement, and legal contracting are preferred.
- Understanding of government processes and academic institutions would be an added advantage.

Ideal Work Experience:
- We are looking for senior candidates with work experience in science, technology, and innovation and incubation & research park management, project management, grant management, operations, building and implementing partnerships, and a deep understanding of different aspects of technology.
- Compensation: Annual CTC up to INR 15-18 lakhs (depending on qualification/experience/ suitability) as well as adhering to government funding agency guidelines. In addition, on-campus accommodation at BITS Pilani, Pilani Campus shall be provided as per institute policy.

How to Apply & submission of application:
- Please upload your latest CV (not exceeding 4 pages) with a cover letter (not exceeding 2 pages as a PDF) outlining your interest in the position and how you fit the role latest by 17:00hrs Indian Standard Time (IST) October 10, 2024.
- Please submit the details in the Google Form https://forms.gle/5B7pKHCJ9gLuGsEB9

Instructions:
- Save your CV as a PDF (with page numbering) and title your CV as following:
  First Name_Last Name_CV.

- Similarly, please page number your Cover Letter and name it as following:
  First Name_Last Name_Cover Letter