



Role: Center Manager for CoE in Human-Centered Computing (CHCC)

We seek an innovative and experienced person to support the Center of Excellence in Human-Centered Computing at IIIT-Delhi. The candidate will assist in managing the day-to-day operations

Key Responsibilities (including but not limited to):

- Maintain and update physical and digital records with high accuracy and confidentiality.
- Organize and store documents, ensuring they are easily accessible for future reference.
- Ensure compliance with company policies and legal regulations regarding data management and storage.
- Collect and compile data from various sources to generate reports for internal and external stakeholders.
- Prepare regular and ad-hoc reports, ensuring accuracy, clarity, and timely submission.
- Assist in analyzing data to identify trends and insights for decision-making purposes
- To provide necessary support to make travel arrangements, organizing meetings/interviews/workshops, maintaining calendar, record keeping, tracking and filing.
- Manage social media posting, preparing press releases, etc.
- Work with the finance team for timely reimbursements, etc. and maintaining expense reports.
- Liaison with internal IIITD admin staff and external agencies.
- Any other work assigned from time to time.

Preferred Qualification:

- Bachelor's degree in any field; advanced degree or relevant coursework in Computer Science, Data Science, or related fields is a plus.
- Excellent written and verbal communication skills in English and Hindi
- Experience working on technology for governments and for citizens.
- Understanding of financial rules and regulations

Salary and Duration

The salary will be in the range of 8-10 lakhs per year based on the candidate's qualification and experience. The duration of the job will be equal to the duration of the project and co-terminus with the project. Currently the duration is till June 2026.

How to apply: Please send your CV with the subject, "Application for Center Manager for CHCC" to psingh@iiitd.ac.in. The last date for application is 29/10/24, however, applications will be processed as received and person will be asked to join as soon as possible.