

Centre for Intelligent Product Development

About CiPD: The Centre for Intelligent Product Development (CiPD), established at IIIT Delhi, serves as a leading endeavor which pursues independent product development and innovation. A collaborative group of experts with research and industrial experience joins forces at the lab to produce advanced solutions which serve market needs and decrease both design costs and risks significantly.

The Mission of the Centre is:

- To build the capability to develop Globally Competitive Intelligent Products
- To nurture a sustainable product development ecosystem in the country
- To increase the pace of product development

Why work with CiPD

CiPD offers you an opportunity to:

- Develop intelligent products to solve problems and improve efficiency
- Build human resources that contribute to making India a Product Nation
- Work in close collaboration with the world-class faculty at IIIT Delhi
- Work closely with, and learn under the mentorship of industry leaders
- Get exposed to the latest trends and research in product development

Position: Program Manager (Academic programs)

We are looking for a dynamic and experienced professional to support the Centre for Intelligent Product Development (CiPD) at IIIT-Delhi. The selected candidate will play a key role in overseeing and coordinating the center's day-to-day operations.

Key Responsibilities (*including but not limited to*):

- **Academic Management:** Supervise end-to-end academic program operations, encompassing faculty coordination, student onboarding, and strategic academic scheduling, thereby ensuring seamless and high-impact program delivery.
- **Faculty Support:** Serve as the primary liaison for faculty members on all academic matters, including sending invitations, coordinating follow-ups, managing classroom logistics, processing honoraria, and addressing specific faculty requirements.
- **Student Support:** Serve as the primary escalation point for student concerns, applying effective management and resolution strategies while fostering a supportive, learner-centric academic environment.
- **Content Management:** Manage classroom content and lecture recordings, maintain student attendance records, and oversee the procurement and inventory management of laboratory equipment.
- **Data Compliance:** Ensuring effective data governance through strong documentation practices, while handling sensitive information with utmost confidentiality and adherence to regulatory standards
- **Outreach:** Design and implement focused outreach strategies to enhance awareness and visibility of academic programs among students, faculty, industry professionals, and government stakeholders.
- **Content Development:** Develop and circulate well-crafted communication resources—including brochures, newsletters, and digital media—to effectively communicate the center's mission, academic offerings, and key achievements.
- **Documentation:** Compile comprehensive reports and documentation that capture essential discussions, decisions, and action points, ensuring consistency with institutional objectives and adherence to relevant regulatory guidelines.
- **Administrative Liaison:** Liaise with the institute's administrative units to facilitate the efficient and uninterrupted implementation of the program.
- **Strategic Positioning:** Serve as the center's representative at external forums, conferences, and workshops to establish its reputation as a thought leader in intelligent product development and interdisciplinary innovation.
- Any other work assigned from time to time.

Preferred Qualification & Experience:

- Bachelor's degree in any field; advanced degree or relevant coursework in Electronics, Computer Science, Design, or related fields is a plus.
- Excellent written and verbal communication skills in English and Hindi
- Experience working on technology for governments and citizens.
- Experience of working in academic setups is highly desirable
- Exposure to start-up ecosystems is a plus
- Understanding of financial rules and regulations
- 5-10 years of relevant work experience.

Salary and Duration:

The consolidated salary will be in the range of 6-9 lakhs per year based on the candidate's qualifications and experience. The duration of the job will be 1 Year (annually renewable subject to Centre requirements & availability of funds)

How to apply:

Please send your updated CV with the subject, “Application for the role of Program Manager at CiPD” to cipd@iiitd.ac.in and keep harsh.tiwari@iiitd.ac.in in cc. The last date to apply is 21 days after the advertisement is published. However, applications will be processed as received, and the person will be asked to join as soon as possible.