

## **Advertisement for the Post of 'Operations Manager'**

**We're Hiring: Operations Manager at IIT Ropar, Defence Research and Innovation Foundation (DRIF)**

The Manager – Operations will play a pivotal role in ensuring the smooth functioning of the IIT Ropar DRIF, a Section 8 Company established at IIT Ropar. This position demands strong organizational, communication, and stakeholder management skills. The candidate will be responsible for daily operational activities, coordination with defence institutions, government bodies and, managing performance, and ensuring timely reporting and compliance with project requirements. Functioning of the overall offices of DRIF and the overall associates in the office.

### **Key Responsibilities:**

- Oversee day-to-day operations of DRIF and its spokes across multiple locations.
- Design, implement, and monitor SOPs to ensure operational efficiency and service quality.
- Coordinate resource allocation, infrastructure maintenance, and logistics support.
- Serve as the nodal contact for liaising with the various defence headquarters and other relevant ministries/agencies.
- Prepare and submit compliance reports, funding utilization updates, and project documents as required.
- Represent the DRIF in meetings, events, and official communications with external stakeholders.
- Facilitate timely communication and collaboration between internal stakeholders and external partners, including defence establishments, academic institutions, industry, and policy bodies.
- Support planning and execution of national-international level events as and when planned.
- Coordinate with program teams to monitor implementation and provide operational support to the various ongoing projects.
- Supervise operations team and support staff across the DRIF.
- Any other operational tasks that may be assigned by management.

### **Desirable Attributes:**

- Prior experience working with government organizations and their programs.
- Familiarity with project writing, proposal submissions, grants writing, fund utilization, and statutory compliance.
- Strong project management, coordination, communication skills and a team leader.
- Experience working with defence will be an added advantage.

- Ability to multitask and manage diverse teams and geographies.

**Qualifications:**

- Master's degree in Business or Engineering, or related fields.
- At least 5 years of experience in academia, administration, managing innovation and government ecosystem/ initiatives, with a strong focus on operations, management, project execution, and stakeholder coordination, preferred.
- Excellent communication, networking, and analytical skills.
- A proactive, collaborative and growth mindset with a never give-up attitude.

**Employment Type:** Contract for one (1) year, renewable based on performance.

**Age Limit:** Up to 40 yrs, preferred.

**Salary:** Commensurate with experience and performance during the interview.

**Why Join Us?**

- Be part of the fastest growing defence domain with projects, training and research in the most innovative ecosystem.
- Directly contribute to India's defence and defence start up and research landscape
- Collaborate with top minds from defence, academia, government, and defence industries.
- Shape and scale programs that influence policy and technology at large

**Apply Now!**

**Last date of Submission of Application:** 22nd Jun 2025.

Subject: **Application for Operations Manager**

Process: Email your detailed CV to **admin@defence.iitrpr.ac.in** in with subject as **“Application for the position of Operations Manager”** on or before **22nd Jun 2025**. An online and in-person interaction will be conducted if the candidate's CV is selected for further evaluation.

**Note:** Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.