IIT Mandi iHub & HCi Foundation
Technology in Harmony with Human Needs

ADVERTISEMENT
FOR
Field Officer-Skill Development
IIT MANDI IHUB AND HCi FOUNDATION
A Section – 8 Company Location – IIT Mandi Campus

About: IIT Mandi iHub and HCi Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber- Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is "**Human-Centered AI**" The vision of the iHub is to be an internationally recognized hub that nurtures HCi research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in.

Applications are invited for the Position of Field Officer-Skill Development

Apply Here: https://form.typeform.com/to/DjerS5gR

The Role

The Field Officer – Skill Development will be responsible for student mobilisation, training coordination, field visits, monitoring program implementation, maintaining records and ensuring the effective execution of assigned skill development initiatives.

Responsibilities:

- Mobilize and identify suitable candidates for various skill development programs.
- Coordinate participant registration, enrolment, and documentation.
- Liaise with trainers, training partners and institutions to ensure the smooth conduct of training sessions.
- Monitor trainee participation, learning progress, assessments and program completion.
- Coordinate with government departments, educational institutions, industry partners and other stakeholders.
- Organise awareness campaigns, outreach activities and community mobilisation initiatives.
- Maintain program records, databases, attendance sheets and other relevant documentation.
- Prepare periodic progress reports and activity updates.
- Track program targets, training outcomes, certifications and placement activities, wherever applicable.
- Collect feedback from trainees, trainers and stakeholders to assess program effectiveness.
- Support the organisation in planning, coordinating and executing skill development initiatives.

Key Skills

- Good communication and interpersonal skills.
- Ability to interact effectively with trainees, trainers and external stakeholders.
- Proficiency in MS Office, particularly Excel, Word and PowerPoint.
- Ability to prepare reports, maintain records and manage program documentation.
- Willingness to undertake frequent field visits and travel as required.
- Fluency in Hindi and working knowledge of English.

Qualification

Position	Qualification	Years of Experience
Field Officer-Skill Development	• Bachelor's/Master's degree in any discipline from a recognised university.	1 to 3 years of post-degree experience in the relevant area.

Renumeration:

Position	Renumeration
Field Officer-Skill Development	INR 20,000/- per month based on experience. Additional incentives based on performance.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCi Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCi Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions