

Jodhpur City Knowledge and Innovation Foundation

Indian Institute of Technology Campus

NH 62, Nagaur Road, Karwar-342037, Jodhpur

Applications are invited from citizens of India for short-term assignments under Jodhpur City Knowledge and Innovation Foundation (JCKIF), a section 8 Company established to facilitate and sustain the functioning of Jodhpur City Knowledge and Innovation Cluster (JCKIC), an initiative of the Office of the Principal Scientific Adviser to the Government of India. For more details about the company, visit website <https://jckif.iitj.ac.in/>

| | |
|---|--|
| Name of the Post | Program Manager (E-Commerce) |
| Number of Post | One |
| Salary | Up to Rs. 1,00,000/- per month. |
| Essential Qualification and Experience | Masters in Design, E-commerce, Marketing, Business Administration or relevant field having experience of handicraft sector. |
| Job Description | <p>Responsible for Ecommerce P&L.</p> <p>Devising strategies that harness sales -related insights, prevailing standards, and novel developments to encourage sales of craft products in our online store.</p> <p>Directing the activities of software developers, copywriters, and graphic designers to ensure careful adherence to predetermined strategies.</p> <p>Reviewing copy and legal disclaimers to verify their accuracy.</p> <p>Designing and executing online specific promotions and offers, including on -site properties, performance marketing activities, specific targeting, and sampling to maximize growth. Also, insights into latest consumer shopping trends, competition products and campaigns to identify assortment gaps & selection and plan effective branding strategies</p> <p>Work closely with Brand and Marketing team for product cataloguing, brand visibility, brand awareness and digital marketing.</p> <p>Work closely with digital agencies and brand marketing team for benchmarking and measurement to increase conversions, cross -sell, drive platform specific influencer activities, and focus on upselling to increase the customer engagement via multiple digital channels, to help build a culture of continuous improvement, constant testing, and transparency.</p> <p>Product listing, maintain price parity, analyzing customer performance and take actions towards improvisation.</p> <p>Preparation of various quarterly and annual reports and metrics for review presentations on the respective cluster's /product group's performance for management review.</p> <p>Manage the E-commerce team and ensure all operations are performed smoothly.</p> <p>Any other work assigned.</p> |

| | |
|---|--|
| Name of the Post | Program Manager (Media) |
| Number of Post | One |
| Salary | Up to Rs. 1,00,000/- per month. |
| Essential Qualification and Experience | Post-Graduate degree with five years of experience after PG degree as a Media Specialist/Manager or similar role |
| Job Description | Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media platforms and best practices. Create content and Publish in print media and visual media. Familiarity with web design and publishing. Good interpersonal and communication skills. Understanding of SEO and web traffic metrics. Good understanding of social media KPIs. Prepare strategies for brand awareness and impressions. Any other work assigned. |

| | |
|---|--|
| Name of the Post | Assistant Program Manager (E-Commerce) |
| Number of Post | Two |
| Salary | Up to Rs. 50,000/- per month. |
| Essential Qualification and Experience | Bachelor's degree in Design/Fashion Technology or relevant field from NIFT/NID having one year experience of handicraft sector. |
| Job Description | The incumbent will be responsible for coordinating, managing, and promoting an online platform for promoting livelihood of local artisans. This will include to drive growth, create marketing strategies, generating new leads, managing order received, website handling, advertising and promotions, customer service, product procurement, and content management etc. Any other work assigned. |

| | |
|---|--|
| Name of the Post | Assistant Program Manager (Finance) |
| Number of Post | Two |
| Salary | Up to Rs. 50,000/- per month. |
| Essential & Desirable Qualification and Experience | Bachelor degree in Commerce having minimum one year working experience in accounts. Desirable: Chartered Accountant/Cost Accountant/Company Secretary/MBA qualifications is a strong plus. |
| Job Description | Data Entry into the Accounting Systems. Bank Statement reconciliation, processing of invoices, verifying their accuracy, ensuring timely payments to vendors and suppliers and other related work, maintenance of financial records and files as per company policies, supporting in general administrative work. Any other work assigned. |

1. Posts are purely temporary.
2. Applications to be submitted at the earliest. Interviews may be conducted within a week.
3. In the case of exceptional candidates, the Jodhpur City Knowledge and Innovation Foundation reserves the right to relax qualifications and/or experience.
4. Interested candidates may apply as per enclosed format and CV to recruitment.jckif@gmail.com

Jodhpur City Knowledge and Innovation Foundation

Indian Institute of Technology Campus
NH 62, Nagaur Road, Karwar-342037, Jodhpur

Format

Post applied for:

Name:

Father / Spouse name:

Date of Birth (Age in years):

Address:

Email & Mobile:

Qualifications

| S. No. | Education | Board / University | Percentage | Year of Passing |
|--------|------------------|--------------------|------------|-----------------|
| 1 | Senior Secondary | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Experience

| S. No. | Name of Employer & Organization | From | To | Nature of Job |
|--------|---------------------------------|------|----|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

I hereby declare that information given above is true to the best of my knowledge.

(NAME)

Date

Looking for Interns at JCKIF Office, IIT Jodhpur Campus

Jodhpur City Knowledge and Innovation Foundation (JCKIF) is an IIT Jodhpur promoted Section 8 Company formed on the initiative of the Govt. of India. JCKIF is a fast-paced organization working in different areas of Science and Technology. We are looking for Interns with a willingness to learn a range of tasks, from research and analysis to administrative support. Ideal candidates will have a strong work ethic, attention to detail, and excellent communication skills.

Qualifications:

Graduate degree from a reputed Institute.

Stipend

Up to Rs. 30,000/- per month

If you are interested in applying for this exciting opportunity, please send your resume and a brief cover letter highlighting your qualifications to recruitment.jckif@gmail.com.

Hiring of Outsource Firm for dealing with company finance and accounts related matters.

Jodhpur City Knowledge and Innovation Foundation (JCKIF) is an IIT Jodhpur promoted Section 8 Company formed on the initiative of the Govt. of India. JCKIF is a fast-paced organization working in different areas of Science and Technology. We are looking for outsource firm to look after the finance and account related matters of the company including but not limited to following:

- Book Keeping
- Filing of vouchers
- Verification of vouchers
- Verification of Bank Payments
- TDS Returns, etc.

Interested candidates may apply to **recruitment.jckif@gmail.com**.