

DATE: 12.06.2022

## NOTIFICATION FOR HIRING

The Tamil Nadu Technology Hub (iTNT Hub) is a Section 8 company being established under the Companies Act, 2013 by the Government of Tamil Nadu. It is India's first emerging and deeptech innovation network and works with entrepreneurs, innovators, researchers and the industry, with the support of the government, to spur innovation and create a positive impact on the world – in the process elevating the Innovation index of the state (and country).

The institution is being funded by the Government of India along with the Govt of Tamil Nadu and prominent Industry Players. Its board will be driven those from the industry. As of now, the Institute (even before launch) has close to 18 partnerships with educational institutions, 10 private sector companies, and several key international ecosystems. Therefore, all candidates will get world class experience in shaping technology leadership of Tamil Nadu and India and participate in an exciting journey.

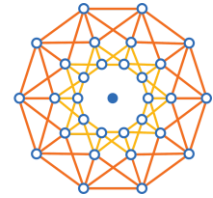
iTNT Hub has a culture of Excellence, Strong Ethics, Open mindedness and a Zero Tolerance policy towards harassment, poor work ethics or attitudes.

This is a call for applications for various posts that are open for **iTNT Hub**. Please keep an eye on our website [www.tnthub.org](http://www.tnthub.org) for future openings and updates.

### General Conditions of Positions

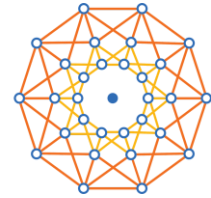
- All of the positions are based out of Chennai on a contract basis.
- All positions come with a contract period of 1 year (probation) plus 2 years extension on successful completion of probation.
- The candidates are required to join as soon as possible so preference will be given to those who can join early.

The salaries offered will be commensurate to market rates and in accordance with previous salary drawn, experience and fit to the job requirements. The following positions are open for recruitment:



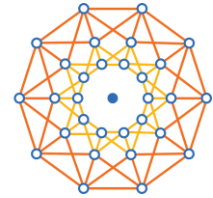
**Senior Manager, Facilities**

<p>Broad Job Description</p>	<p>The Facilities Manager’s responsibility will be ensured that the 25,000 sq feet of space that the iTNT Hub will operate out of, for the next five years is operational at all times, for the benefit of the occupants.</p> <p>The Manager will also be in-charge of the IT team, managing visitors who visit the premise and in delivering the overall experience of the occupants.</p> <p>We are looking for a candidate who has at least 5 years of experience as a facilities manager, has operational expertise in troubleshooting and maintaining a facility, has the technical background required to understand electrical, plumbing, security, HVACs and the temperament and personality to manage outside vendors and contractors.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> <li>• While the construction is going on, the Facility Manager will work alongside the Architect / Interior design team to co-ordinate on the installation of the facilities.</li> <li>• The Facility Manager will be responsible for the regular maintenance, and upkeep of all the basic infrastructure and facilities of the building - such as Electricity, HVAC, Internet, Access Control, Security, In-venue Displays etc.</li> <li>• The Manager will also be responsible for managing the availability of shared facilities – such as the meeting rooms, board rooms, etc, and will come up with a plan so that occupants have a streamlined experience.</li> </ul>



	<ul style="list-style-type: none"> <li>• The Manager will work with a team, that will take care of visitor management, hospitality and experience of the users of the building.</li> <li>• The Manager will closely work with the Head, Admin and Accounts, and the CXO teams</li> <li>• The Manager will keep track of records of usage of the facility, and take feedback and suggestions that come up, and will incorporate them to improve the facility.</li> <li>• Should be a people person, leading by empathy, and process driven.</li> <li>• Would be responsible for Monthly / Quarterly / Yearly usage reports of the facility, to the appropriate reporting manager.</li> <li>• Will Liaison with the appropriate person in Anna University from time to time, to ensure a smooth working relationship and to ensure that all the services and infrastructure outside, and around the building is conducive to the working of the Hub.</li> <li>• Will co-ordinate with the appropriate departments and offices, should there be a VIP visit, and anchor all arrangements needed logistically.</li> <li>• Sho</li> </ul>
Salary Range	Up to Rs. 15L Per Annum
Qualification	Engineering Graduate or equivalent with a past job / experience where you were responsible for overseeing operations, and you played an active role in it. Proficiency in English, Tamil is needed. Knowledge of Hindi will be helpful. 5+ Years of relevant experience needed.

**Last Date to Apply : 30 June, 2002**



### **Process for selection**

- Submit your CV online – you are strongly advised to highlight your qualifications and experience that is relevant to the job description and demonstrate your fit for the job.
- The application should involve a cover letter that states your intention and why you believe you will be a good fit for this role
- There will be follow up introductory calls and assessments (online or in person)
- Assignment to gauge skillset and thought process
- Interview with 2-3 decision makers
- Letter of Employment is offered
- You respond with an acceptance letter
- Joining Process and Onboarding candidate.

Note: The Process of hiring is driven by a committee, that reviews the applications keeping in mind the needs of the Organization. As such, the decision made by the Committee on evaluation will be final.

The Process takes about 30 days, and will be notified when the first shortlist is made, and will be contacted via email and phone. Candidates who choose to join, will be expected to assume charge of these responsibilities by 1st August 2022.