



IIT Ropar Technology Business Incubator Foundation

(A Section 8 Non-Profit Entity of IIT Ropar)

Top Floor (East Wing), M. Visvesvaraya Block, Indian Institute of Technology Ropar
Rupnagar - 140001 (Punjab) India.

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March 4th, 2024

Advertisement for the position of a CSR Officer

IIT Ropar - Technology Business Incubator Foundation is looking for an exceptional individual to join our team as a **CSR Officer** and play a pivotal role in shaping our corporate social responsibility initiatives. The candidate should also have a passion for social responsibility and a proven track record of driving positive change.

Job Description:

- End to end management of CSR projects to ensure its successful implementation.
- Liaison with government authorities, local communities, NGOs, and other stakeholders for CSR initiatives.
- Complete all the documentations related to the project catering to all stakeholders.
- Prepare comprehensive reports showcasing the progress, impact, and benefits of CSR projects for internal and external stakeholders.
- Effectively Monitor routine activities on ground and map with the ultimate goals.
- Foster partnerships to enhance the impact and reach of projects.
- Experience with writing CSR funding applications.
- Ensure all activities are conducted in compliance with relevant laws, regulations, and ethical standards.

Preferred attributes:

- Proven experience in handling CSR projects.
- Ready to take self-initiative and work under pressure situations
- Process driven approach to work with multiple internal and external stakeholders
- Articulate communicator with good grasp of English and Hindi, at the least.
- Strategic thinker with a results-oriented mindset.
- Good writing, presentation and marketing skills.

Remuneration and contract period: To be determined based on qualifications and performance, respectively.

Max age limit: <33 years, preferred

Experience requirement: At least 3 years of relevant work experience (handling CSR projects, fundings, working with NGOs, PSUs and other CSR stakeholders). Candidates with lesser experience may be considered if found exceptional.

Location: IIT Ropar Main Campus, Rupnagar, Punjab (140001)

Application process: Send a 2-pages CV to tbioffice@iitrpr.ac.in. An online and in-person interaction will be conducted if candidate's CV is selected for further evaluation.

Last Date for submitting CV: March 11th, 2024.