

Ref: IPTIF/HR/Adv/2026/005

30th April 2026
Palakkad

Advertisement for the position of Senior Associate / Program Manager - Skill Development

About the company

IIT Palakkad has established IIT Palakkad Technology IHub Foundation (IPTIF) to facilitate the Technology Innovation Hub on Intelligent Collaborative Systems (TIH-ICS) setup at IIT Palakkad by NM-ICPS coordinated by the DST, Govt. of India. TIH-ICS, through IPTIF, plans to attract potential and harness expertise available nationwide, thus fostering research innovation, world-class technology and product development. IPTIF also plans to build linkages with research institutes and labs within and outside India. One of the primary goals of this company is to work in close collaboration with the industry to deliver commercial technology and products, and build a vibrant innovation ecosystem by providing a reliable platform for technology-based start-ups and entrepreneurs.

Job Description

Position: Senior Associate/ Program Manager - Skill Development

Nature: Full-time, On-site

Location: Palakkad, Kerala

Start Date: Immediate

Context & Role: IPTIF over the past five years have supported multiple technology development projects, supported startups and entrepreneurship, conducted skill development programs and events and forged collaborations with National and International Organizations.

IPTIF, being a young organization with a small team, has an entrepreneurial work culture and we require the successful candidate to be adaptive, flexible, ready to operate under tight deadlines and be a good team player with ability to strategize and work independently. The role will be reporting to the CEO/COO.

Key Responsibilities:

1. **Design and Implement Strategic Skill Development Frameworks** - Develop institutional strategies, annual action plans, and execution roadmaps for skill development initiatives aligned with industry requirements, NSQF standards, institutional goals, and national skilling missions.
2. **Create Visibility and Outreach for Skill Development Programs** - Build strong visibility for skill development programs through strategic outreach, branding, awareness campaigns, partnerships, and participant mobilization to attract the right learners, professionals, industry participants, and institutional collaborators.
3. **Organize In-house Training Programs and NSQF-Aligned Courses** - Plan, design, and execute in-house training programs, certification courses, executive education modules, and capacity-building workshops with National Skills Qualification Framework (NSQF) alignment and outcome-based learning approaches.
4. **Establish and Strengthen the Skill Development Advisory Council** - Operationalise constituting and coordinating the Skill Development Advisory Council to drive the skilling vertical, ensuring structured governance, stakeholder engagement, policy alignment, and continuous improvement through well-defined processes, Standard Operating Procedures (SOPs), and review mechanisms.
5. **Facilitate Government Schemes and Institutional Collaborations** - Identify, onboard, and leverage relevant government schemes, grants, and funding opportunities while fostering institution–industry–government collaborations for large-scale skill development programs, sponsored training initiatives, and joint capacity-building projects.
6. **Develop IIT Faculty-led Training Channels** - Operationalize and strengthen platforms for IIT faculty-led skilling programs, executive learning modules, domain-specific certifications, and industry-focused upskilling initiatives to enhance academic-industry engagement and knowledge transfer.
7. **Support Leadership in Mission-Mode Innovation Initiatives** - Assist leadership in structuring concept notes, strategic proposals, pilot projects, and mission-mode innovation initiatives related to skill development, entrepreneurship, innovation ecosystems, and capacity-building interventions.
8. **End-to-End Execution and Operations Management** - Operationalize and lead the complete execution cycle of skill development programs—from planning, budgeting, scheduling, stakeholder coordination, resource mobilization, faculty onboarding, participant management, delivery monitoring, and post-training evaluation to impact assessment and reporting.
9. **Industry Engagement and Partnership Development** - Build and maintain strong relationships with industry partners, Sector Skill Councils, training providers, corporates, and

professional bodies to ensure relevance, placement opportunities, internships, sponsored programs, and industry-driven curriculum development.

10. **Monitoring, Evaluation, and Quality Assurance** - Establish robust monitoring frameworks, training effectiveness assessments, learner feedback systems, impact evaluation mechanisms, and compliance processes to ensure high-quality delivery and continuous program improvement.
11. **Documentation, Reporting, and Compliance Management** - Maintain comprehensive documentation, program records, utilization reports, compliance reports, audit readiness, accreditation support, and stakeholder reporting for internal governance and external funding agencies.
12. **Revenue Generation and Sustainability Planning** - Identify opportunities for self-sustaining skill development models through paid certification programs, executive education, sponsored industry training, government-funded projects, and strategic institutional partnerships.
13. **Digital Learning and Innovation Integration** - Operationalize and promote the blended learning, digital skilling platforms, LMS-based delivery models, and technology-enabled training solutions to improve accessibility, scalability, and learner engagement across programs.
14. **Placement Support and Career Progression Enablement** - Coordinate with placement cells, industry partners, and employers to enhance learner employability, job placements, internships, apprenticeships, and career advancement opportunities through structured skilling interventions.

Educational Qualification and Skill required

- Bachelor's degree in Engineering, Management, Education, or a related field; Master's degree/MBA desirable
- 5+ years of experience in skill development, training programs, entrepreneurship and startup programs and project management.
- Strong experience in program coordination, stakeholder management, and training operations.
- Good communication, organizational, documentation, and reporting skills.
- Proficiency in MS Office, LMS, MIS reporting, and managing multiple projects within timelines.

Emoluments & other terms

- As per qualification and experience
- Duration of employment will be initially for **one year** with a scope of extensions subject to performance.

- The selected candidate will have to work on-site at Palakkad and join at the earliest.

Application process

Interested candidates can apply by visiting the following Google form on or before **7th May 2026 5pm.**

Apply at : <https://forms.gle/tcdr2QiFZngAJ2xK8>

For any queries related to the position or application process, please contact manager-hr@iptif.tech

Note:

- IPTIF reserves the right to change the cut-off qualifications and experience for calling the candidates for an interview.
- The application portal will be closed as soon as we find the right candidate. Therefore, you are encouraged to submit your application at the earliest.
