Program Manager

➔ Reporting To: Head of Operations
➔ Location: Guwahati
➔ Seniority: Manager Level (10-12 years preferred, with a minimum of 4 to 5 years in makerspace ecosystem setup)
➔ Language requirement:Assamese and English

The Strategic Mandate

STEM Shiksha Foundation, a non-profit company working to enable Science, Technology, Engineering, and Math (STEM) education and research in India. We are looking for a Program Manager in Assam, India. Your mission is two-fold: acting as the primary **strategic liaison** between government bodies, college leadership, and faculty, while simultaneously serving as the **lead facilitator** for hands-on innovation.

You will lead the expansion of makerspaces in Assam, ensuring they are not just rooms full of equipment, but high-functioning centres of experiential learning. You will manage the entire lifecycle-from maintaining relationships with Higher Education Institutes (HEIs) in Assam to mentoring the student teams, Technicians and Faculty/Professors in charge. This isn't just an administrative role; it's a chance to build the future of technical education. You will be at the forefront of the "Make in India" movement, directly influencing the next generation of engineers and entrepreneurs.

Key Responsibilities

1. Project Management and liasoning (30%)

● Drive the end-to-end implementation of the State Government partnership, ensuring each lab hits infrastructure and operational milestones within the stipulated timelines.
● Act as the central node to synchronize efforts between government officials, college, and the leadership, proactively resolving bottlenecks in funding, logistics, or faculty adoption.
● Serve as the regional/state point of contact for government stakeholders, ensuring compliance with partnership requirements and providing regular impact reports.
● Work closely with College Leadership (Principals/Directors) and Faculty-in-Charge to integrate lab activities into the broader academic vision.
● Scout and secure industry partnerships for guest lectures, sponsorships, and real-world project opportunities for students.

2. Training & Capacity Building (30%)

- Conduct training sessions to empower faculty, staff to independently facilitate tinkering activities, ensuring the "Maker Mindset" is institutionalised.
- Develop and deliver structured workshops on design thinking, rapid prototyping, and emerging technologies (IoT, 3D printing, Robotics, etc.).
- Coordinate with faculty and experts to advise on curricular integration of the labs, direct the design of "Project-in-a-Box" modules and credit-bearing courses that transition students from theory to Design Thinking and Prototyping.
- Identify further opportunities for faculty development and capacity building

3. Lab Operations & Growth (25%)

- Facilitate the setup of new makerspaces, aligning with the Foundation's national roadmap, with Engineering institutions/Polytechnics to establish Stakeholder Management.
- Oversee lab "birth"-from finalising equipment lists and procurement coordination to infrastructure readiness and "Day 0" activation
- Standardize and implement SOPs including those for safety, equipment maintenance, and project-based learning.

4. Impact and sustainability (15%)

- Monitor utilisation rates, "machine-hours," and equipment uptime across all partner institutions in the region.
- Oversee the recruitment of Student Lab Managers to create a self-sustaining, peer-to-peer learning culture.
- Implement rigorous data collection to track student engagement, longitudinal skill gain, and prototype success.
- Facilitate direct high-decibel events like "Make-a-thons" and regional showcases to highlight the innovation emerging from the labs.

C. Candidate Profile

We are not looking for a desk-bound administrator. We are looking for an Engineer-Artist—someone who is as comfortable with a soldering iron and a laser cutter as they are with a lesson plan and spreadsheet.

Experience & Qualifications:

- → ·Education: B.E. / B.Tech/ Diploma or any technical degree/vocational training equivalent. An MBA or experience in Public Policy is a significant plus.
- → ·The Makerspace Pedigree: 4–5+ years of experience managing a FabLab, Makerspace, or Innovation Hub out of all the years of experience.
- → Proven experience in working with students and handling multi-stakeholder projects (Academia-Government-Industry).
- → Hands-on experience with CNC (routers, milling, 3D printing), PCB design, and micro-controllers (Arduino/Raspberry Pi).
- → Ability to pivot your tone from technical deep-dives with students to high-level strategic briefings with government officials.
- → Proven ability to manage budgets, timelines, and multi-stakeholder projects.
- → Preference for fluency (written and verbal) in Assamese

Measures of Success (KPIs) for the first 12 months

- → Successful setup and inauguration of XX number of new makerspaces approved by the Foundation's leadership.
- → Successful completion of a number of faculty development programs and student workshops.
- → Successful integration of makerspace in academic curriculum.

Compensation & Performance Incentives

- ● Base Salary: Competitive, based on experience and seniority.
- ● Performance-Linked Bonus: In addition to the base salary, this role includes a variable incentive/bonus tied to instructional impact. This bonus is calculated based on the successful delivery and certification of:
  1. Faculty Training Programs and student workshops conducted.
  2. Standardised credit courses successfully integrated and completed by partner institutions.

How to Apply: Submit your CV and a brief "Maker Portfolio" (photos/videos of things you've built or workshops you've led) to namita.lobo@makerbhavanfoundation.org.