



Job Description: Senior Associate /Project Manager – PMU, PRACTICE Project

Location: AICTE Headquarters, New Delhi

Reports to: Project Lead, PRACTICE Project

About Maker Bhavan Foundation (MBF)

MBF is a non-profit organization, founded with a vision to ignite a transformation in technical education of India. We work with higher education institutions in India to build cutting-edge maker spaces within Indian universities, deliver immersive project-based learning experiences, and facilitate industry collaborations to cultivate the next generation of engineers who can translate ideas into tangible innovative solutions for real-world challenges.

Role Overview

The Young Professional will provide dynamic operational and analytical support for the implementation of the PRACTICE Project across India's engineering education ecosystem. The role involves close coordination with AICTE, partner organizations, mentor/mentee institutions, and other stakeholders to ensure timely delivery, monitoring, and reporting of project activities targeting capacity building, innovation, industry connect, and employability in 1,000 colleges.

Key Responsibilities

Project Operations & Administration

- Support the day-to-day operations of the PMU including scheduling, documentation, logistics for bootcamps, trainings, and other events.
- Assist industry linkage efforts (internship mapping, outreach lists, event coordination).
- Maintain records and track project milestones, deliverables, and expenditures as per prescribed formats.
- Support beneficiary engagement (students/faculty) and collect feedback for continuous improvement.
- Assist in communication and coordination between AICTE, project partners, and participating institutions.

Data Management, Reporting & Analytics

- Collect and collate project data (student/faculty participation, bootcamp reports, internship progress, innovation output, etc.)
- Generate periodic analytical and visual reports (charts, summaries, presentations) for the Project Lead and Steering Committee.

Communication & Stakeholder Engagement

- Draft internal communications (emails, memos, event invitations, follow-ups, newsletters) and provide support in preparing official project updates, knowledge products, and case studies.
- Coordinate feedback mechanisms, collect survey responses, and participate in organizing webinars, workshops, and outreach events for institutions and faculty.

Field & Implementation Support

- Support planning, logistics, and documentation for phase-wise deployment of bootcamps, FDPs, soft skills courses, and innovation activities in colleges.
- Liaise with college coordinators, mentors, and faculty to address routine queries and issues related to participation, resource access, or activity implementation.

Key Qualifications & Experience

- Bachelor's/Master's degree (Engineering/Management/Education/Public Policy/Data Science or allied fields preferred).
 - 1 to 5 years' professional experience in project support, education sector, skill development, or program implementation in a leading organization.
 - Proficiency in MS Office (Excel, PowerPoint, Word), Google Suite, and digital communication tools.
 - Strong written and verbal English skills; Hindi or regional language proficiency an advantage.
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Essential Skills

- Strong organizational and time management abilities.
 - Attention to detail in data handling and reporting.
 - Analytical thinking and eagerness to learn new systems (MIS, dashboards).
 - Ability to work collaboratively in a multi-stakeholder, fast-paced environment.
 - Initiative, flexibility, and problem-solving mindset.
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Preferred

- Experience working with education/skill development/government or large-scale sectoral projects.
 - Familiarity with AICTE, NEP 2020 initiatives, SWAYAM, or similar digital platforms.
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Position Type

- Contractual: 12 months, extendable based on performance.
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Application Process:

To apply for this role, please fill out the application form below:

<https://forms.gle/Jrg8RW1ZCwztbK9j8>

Our team will review your application and get back to shortlisted candidates.

For any queries please write to - namita.lobo@makerbhavanfoundation.org
