



## MAKER BHAVAN FOUNDATION

Maker Bhavan Foundation is a brand of STEM Shiksha Foundation

Job Description

### SENIOR ASSOCIATE/PROJECT MANAGER — PMU, PROJECT PRACTICE

**Location:** AICTE Headquarters / New Delhi

**Reporting to:** Project Lead, PROJECT PRACTICE

**Team:** Project Practice

**Experience:** 1–5 years

**Engagement:** Contractual: 12 months, extendable based on performance.

**Apply to:**

<https://forms.gle/9tXDH7HWKQFAFq348>

## STEM Shiksha Foundation

STEM Shiksha Foundation is a not-for-profit organisation registered as a Section 8 Company under the Companies Act, 2013. The Foundation owns the brand name Maker Bhavan Foundation (MBF) and operates under this brand name. MBF is on a mission to transform India's 2 million annual engineering graduates from passive learners into confident makers, inventors, and problem-solvers. We believe India's path to a \$30 trillion economy runs through a generation that builds, not one that simply executes.

Our programs span 24+ Tinkerers' Labs across India, and we work with various higher education programs on various other programs. Through Project PRACTICE — in partnership with AICTE — we are scaling this ecosystem to 1,000 colleges and 5 lakh students by 2028.

**This is an organisation for people who want their work to matter.**

## THE ROLE

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

### 1. 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.

## **2. Data Management, Reporting & Analytics**

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- 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.

## **3. Communication & Stakeholder Engagement**

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- 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.

## **4. Field & Implementation Support**

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- 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.

## **WHO WE'RE LOOKING FOR**

### **Key Qualifications & Experience**

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- 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.

### **Skills**

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- 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.

### **Preferred**

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

### **Mindset & Values**

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- You are motivated by the Foundation's mission — you believe design can change what people feel about education, innovation, and possibility

- You sweat the details: kerning, alignment, hierarchy. You notice when something is off, even when others don't
- You take initiative: you don't wait for a brief to propose a better way to show something
- You can handle pace and ambiguity — we move fast, programmes evolve, and priorities shift with programme cycles

## WHAT WE OFFER

- A front-row seat to one of India's most ambitious efforts to reshape engineering education
- Mentorship from senior communications and design professionals who want to invest in your growth
- Exposure to a national network of innovators, educators, and industry leaders—the kind of exposure that compounds quickly
- A small, high-trust team where your creative instincts shape how an entire movement is perceived
- Flexible, hybrid/remote working environment with a results-first culture

## HOW TO APPLY

Apply using this link: <https://forms.gle/9tXDH7HWKQFAFq348>

*The successful candidate will be employed by STEM Shiksha Foundation, and will receive an offer letter and statutory benefits accordingly.*

[www.makerbhavanfoundation.org](http://www.makerbhavanfoundation.org)