



**UNIVERSITY COLLEGE OF ENGINEERING  
BIT CAMPUS  
ANNA UNIVERSITY,  
TIRUCHIRAPPALLI-620 024**

Lr.no. AUC/BIT/EDII Hub/FC/ADV/001/2021

Date: 20.09.2021

**Advertisement for the post of Field Coordinator (Temporary Post)**

Applications are invited from suitable candidates for the position of Field Co-ordinator (Temporary Post) in the IEDP Scheme, EDII Chennai for EDII – IEDP Trichy Hub, University College of Engineering, BIT Campus, Anna University, Tiruchirappalli. The applicants should have the following knowledge and qualifications.

<b>Name of the Post</b>	<b>Essential Qualifications</b>	<b>Desirable Experience</b>	<b>Salary per month (Consolidated)</b>	<b>Tenure</b>	<b>Number of Vacancies</b>
Field Coordinator	B.E/B.Tech & M.E/M.Tech or B.Com/BBA& MBA	Minimum 1 year in industry / Institutions	Rs.20,000/-	1 year	1

The duly filled application in the prescribed format along with copy of degree and other certificates to be sent in post in a cover super scribed as **“Application for the Post of Field Coordinator”** to the following address **on or before 11.10.2021, 05.00 p.m, Late submission of application will be rejected.**

**The Dean  
University College of Engineering, BIT Campus  
Anna University  
Tiruchirappalli-620 024.**

Note:

1. No TA/DA will be paid for attending the interview to be conducted in Anna University, Chennai.
2. The Date and Time of the interview for shortlisted candidates will be intimated through E-mail only.
3. The applicant will be responsible for the authenticity of information and other documents submitted.
4. The working experience in reputed institution/private ltd./Public ltd., will only considered as professional experience.

**APPLICATION FOR THE POST OF FIELD CO-ORDINATOR-EDII IEDP TRICHY HUB (TEMPORARY)**

1	Name (in Block Letter):		Affix Passport size photo				
2	Address for Communication:						
3	E-mail Id:						
4	Mobile No.						
5	Nationality:						
6	Community:						
7	Sex:						
8	Date of birth & Age:						
9	Educational Qualification(s): Start from the most recent degree and list up to SSLC						
	Degree	Specialization	University/Institution	Year of Passing	CGPA/Percentage		
10	Professional experience (Teaching /Industry /Research)						
	Name of the Organization	Designation	Period		Nature of Work	Total Experience	
			From	To		Years	Months
					Total		
11	Additional Information if any						

Date:

Place:

Signature of the Applicant

Documents to be attached

1. Community Certificate
2. Educational Qualification Certificate
3. Experience Certificate
4. Any other relevant documents

## Qualification and Job Description for Field Coordinators

1. Name of the post : Field Coordinator
2. No. of posts : 1 @ each Hub
3. Role

The Field Coordinator will ensure the smooth implementation of the project. He/she will be responsible for the on-ground implementation of the scheme at the Colleges through the network of Nodal Hubs. Specific responsibilities include

- Oversee deployment of programs in specific regions
- Responsible for the Nodal hub's development & training
- Monitor and measure program effectiveness and provide feedback
- Track effectiveness of the programs, develop dashboards and performance reports on a monthly, quarterly and annual basis.
- Responsible to deliver outcomes from the given region.
- Relationship management and interfacing with different stakeholders including partners, colleges, Govt. and other organizations.
- Develop and execute project implementation roadmap, including policies and strategies.
- Develop annual operating plans including monthly, quarterly and annual deliverables and outcomes for the nodal teams.
- Ensure training and course corrections for the success of team members
- Establish sound working relationships and cooperative arrangements with the hubs, institutes, community groups and organizations.
- Represent the Organization at appropriate platforms and vis-a-vis relevant stakeholders.
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#### 4. Job duties:

##### a) Outcomes

- Own & deliver outcomes from respective regions including ventures created and jobs created.
- Coordinate with the nodal hubs to measure & track impact.

##### b) Hubs development

- Responsible for developing and managing the assigned Nodal Hubs & other partner organizations in the regions.
- Facilitate access to different resources from within and outside the organization.
- Facilitate the capacity development of Nodal hubs.
- Initiate and lead collaborations, networking & training programs on ground
- Engage with entrepreneurship organizations, incubators and other support organizations.
- Provide timely feedback and relevant information regarding market needs to the Product Development team.
- Oversee deployment of all training programs in the respective region.

##### c) Grow Network & Resources

- Develop and engage the relevant stakeholders including institution heads, faculty, mentors, investors, incubator, managers and experts.
- Facilitating networking and connections between stakeholders
- Document best practices, impact and share market information.

5. Reporting to PMO-IEDP through Hub Coordinators.