



JOB DESCRIPTION

Job Title: Project Coordinator - Social & Inclusive Innovation

Job Location: Hyderabad (*Full-time in-office role, / No Hybrid or Remote working*)

No of Positions: 1

About Telangana State Innovation Cell: Telangana State Innovation Cell is an initiative by the Information Technology, Electronics & Communications Department, Government of Telangana. It was set up in 2017 under the State Innovation Policy with a vision— to build and nurture the 'Culture of Innovation' in the State of Telangana. Today, it acts as the first response of the State Government for identified innovators, start-ups, entrepreneurs, and innovation catalysts to foster an inclusive innovation ecosystem with State-as-a-whole- approach.

Core mandates:

- To scout, recognize, & disseminate the Grassroots & Rural Innovations
- To strengthen the Inclusive & Social Innovation ecosystem.
- To promote Innovation in Government & Administration.

Role Description:

The Project Coordinator for Social & Inclusive Innovation plays a pivotal role in supporting the Social & Inclusive Innovation Vertical at Telangana State Innovation Cell. This role is instrumental in advancing social innovation and entrepreneurship throughout Telangana, focusing on impactful initiatives in the social impact and assistive technology sectors.

Last Date to Apply: 22 October 2024

Core Responsibilities:

1. Support Strategic Initiatives:

- a) Assist to support the development and execution of key programs and initiatives in the social impact and assistive technology space (not limited to these).
- b) Assist the Social & Inclusive Innovation vertical in designing and refining overall strategy/ programs that align with the organization's mission to promote social entrepreneurship and innovation across Telangana.
- c) Ensure the activities planned are strategically aligned with the state's broader innovation ecosystem, fostering cross-sectoral collaboration.



2. Program Management & Coordination:

- a) Lead the day-to-day management of multiple programs, ensuring efficient planning, execution, and monitoring.
- b) Develop program timelines, coordinate logistics, and manage resource allocation to ensure seamless implementation.
- c) Engage regularly with program participants, stakeholders, and partners to provide support, guidance, and track progress toward goals.
- d) Anticipate and address challenges proactively, ensuring all programs remain on track and deliver impact as planned.

3. Partnership Development & Stakeholder Engagement:

- e) Build and maintain strong relationships with a diverse range of stakeholders, including government bodies, non-profits, academic institutions, industry partners, and social entrepreneurs.
- f) Work closely with these partners to create synergies and foster collaborations that can amplify the reach and impact of organization's initiatives.
- g) Attend and represent the organization in external meetings, workshops, and events to advocate for social innovation, gather insights, and explore new partnership opportunities.

4. Monitoring, Evaluation, and Reporting:

- a) Document lessons learned, best practices, and areas for improvement to ensure continuous refinement and scalability of programs.
- b) Develop program-specific reports for stakeholders, including internal teams and external partners, ensuring transparency and accountability.

5. Research and Innovation Insights:

- c) Stay up-to-date with global trends, emerging technologies, and best practices in the fields of social innovation and assistive technology.
- d) Conduct research on innovative approaches to solving social challenges and share insights with the Lead and other team members.
- e) Support in identifying new program opportunities or emerging sectors that could be explored in the future to expand its impact.

Key Skills & Knowledge required:

- f) Theory of Change/Design Thinking
- g) Thorough understanding on Sustainable development Goals (SDGs)
- h) Understanding of the Social Innovation context in Telangana and India
- i) Concept & Plan note and proposal writing



- j) Social Innovation Ecosystem - rapport with the incubators, Accelerators and Enablers and collaborative spaces

Expectations:

- a) Having strong conviction to the cause of Innovation
- b) Building amenable relationship with team
- c) Very good collaborator with other team members
- d) 'We' rather than 'I' attitude in workplace
- e) Seeing a big picture
- f) Ability to unlearn and learn
- g) Adhere to systems, core values

Academics:

Open to Graduates/Post graduates in any discipline.

Experience:

1-2 years of experience in similar work – Startup Ecosystem/ NGOs/ CSRs/ Govt Agencies / Social sector

Link to the application: <https://forms.gle/BJ59EGVvEFKmNWz7>

Women Candidates are highly encouraged to apply.