

**GEDU COLLEGE OF BUSINESS STUDIES
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title** : Business Incubation Manager
1.2 Position level : 8-6 entry
1.3 Occupational Group : Administrative and Technical Staff
1.4 Mode of Employment : Fixed term appointment with fixed term allowance
1.5 Term of Office : 6 months (renewable based on need & performance)
1.6 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION

The Business Incubation Manager will assist the College Presidents in driving the entrepreneurship development related plans and initiatives at the College. The Business Incubation Manager will be specifically responsible to conduct all the activities related to Business Incubation Centre at the College by creating vibrancy in startups and innovation. Raising awareness and promoting entrepreneurial culture in the College and communities around.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1. Contribute to the development/review of plans, programmes and policies related to innovation and entrepreneurship development areas;
- 3.2. Implementation of plans and programmes related to innovation and entrepreneurship promotion at the college
- 3.3. Liaise with relevant agencies and individuals for necessary support and operation of Business Incubation Centre; and
- 3.4. Coordinate activities related to the Business Incubation Centre

4. SPECIFIC ROLES AND RESPONSIBILITIES

- 4.1. Upkeep of the facilities and spaces of the Business Incubation Centre;
- 4.2. Develop the operation guidelines on Business Incubation Centre;

- 4.3. Conduct various non-accredited training courses to students and other beneficiaries.
- 4.4. Conduct awareness activities to promote entrepreneurship among students and communities surrounding the college;
- 4.5. Organize various entrepreneurship events such as business idea competition, startup bootcamp, talks and seminars on entrepreneurship;
- 4.6. Facilitate incubation of ideas at the Centre
- 4.7. Product development and research;
- 4.8. Marketing of products and services of incubates;
- 4.9. Liaise with relevant individuals, agencies and communities to seek relevant experts for incubating special business ideas;
- 4.10. Invite potential investors and conduct events to seek investment (equity);
- 4.11. Conduct the business acceleration program;
- 4.12. Keep tab of start-ups initiated by graduates within one year of graduation;
- 4.13. Maintain records of all activities related to training of students, business ideas and start-ups by students;
- 4.14. Participate or contribute to formulation of plans and programmes related to promotion of entrepreneurship and innovation at the college;
- 4.15. Oversee all business setups run by the college students;
- 4.16. Monitoring and evaluation of student start-ups;
- 4.17. Support in assessment of students;
- 4.18. Provide reports and status updates to OVC, MoLHR and other relevant agencies for monitoring and evaluation;
- 4.19. Identify areas of improvement and initiate/develop proposals for continuous improvement in the promotion of entrepreneurship and innovation at the college to make RUB an entrepreneurial University.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1. Education:** Minimum of a Bachelors degree (preferred specialization in Entrepreneurship or Business) OR Any Bachelors degree with relevant work experience.
- 5.2. Experience:** Relevant work experience will be an added advantage.

5.3. Knowledge, Skills and Abilities

- 5.3.1. Strong understanding of Incubation, entrepreneurship, and innovation in Bhutan and globally
- 5.3.2. Adequate knowledge of strategic planning, research methodologies, and business plan development
- 5.3.3. Excellent written and oral communication skills
- 5.3.4. Excellent computing skills such as MS office/equivalent applications, and others
- 5.3.5. Resilience, high problem-solving abilities, attention to details and a sense of humor
- 5.3.6. A creative and innovative approach in identifying noble and fresh ideas to develop and promote initiatives
- 5.3.7. Excellent interpersonal skills to engage with students, entrepreneurs, incubates, and relevant stakeholders
- 5.3.8. Able to effectively manage the projects, events, and time
- 5.3.9. Ability to set priorities of the workloads, and work to meet deadlines in high pressure scenarios
- 5.3.10. Able to market and promote initiatives and services creatively with impact