

Program Manager at the National Incubation Center (NIC)

About NIC:

The National Incubation Center provides incubation to further the growth of startups across Pakistan, enabling them to Dream. Build and Rise. The NIC is a successful example of a public private partnership. Funded by Ignite -National Technology Fund and managed by Jazz through Teamup.

Why join NIC:

If you are driven by passion and committed to furthering the Pakistani startups ecosystem, then the NIC is the place for you. The NIC aims to create a well-connected community of change-makers and disruptors who can work together to build a better tomorrow for Pakistan and the world. NIC is one of the most active spaces in Islamabad when it comes to startup, entrepreneurship, technology & learning new things.

If you are looking to share your creativity, resourcefulness and professional network to build and influence an ecosystem by empowering individuals and institutions to generate a positive economic and social impact, then NIC is looking for you. NIC has a culture like none-other, driven by values & passion, always full of energy & color.

The experience we're looking for

10 years of professional experience, with at-least 3 years in leading teams at a senior role. Must have experience of managing large projects, budgets, teams, different stakeholders and must be comfortable with using latest technology tools for productivity & collaboration.

Our ideal candidate will have a strong network of investors, enablers, influences & experienced professionals across Corporate, Development & Public sectors that can facilitate our startups in scaling, including, but not limited to media relations & academic linkages.

Experience and knowledge of startups & founders challenges and deeper understanding of Pakistan's startup ecosystem is preferred. Any prior entrepreneurial experience shall also be preferred.

Any experience of working outside Pakistan in a relevant field will also be preferred.

Education required

Minimum bachelor's degree in business administration / Entrepreneurship / Project Management or relevant field from an accredited & reputable institution. Master's in project management or relevant field, an international qualification and PMP or relevant certification shall be a plus.

What the role requires

1. Manage a cross-functional team, lead operations, execute the project deliverables and keep the team motivated & driven while doing so
2. Delivering against short notices and timelines; executing with limited resources and thinking out of the box while ensuring high standards of quality service
3. Maintain professional relationship with both; internal and external stakeholders, ensuring implementation of program goals, objectives and startup activities as outlined.
4. Manage and initiate partnerships with existing and potential partners to support program quality, along with 1-1 mentoring sessions with startups and induction, onboarding and graduation of new startups
5. Develop strategy to execute the vision of building a strong & successful ecosystem in Pakistan & with an eye for detail
6. Expertise in program design, development, implementation along with a regular monitoring & evaluation of KPIs of startups.
7. Develop and maintain relationships with investors, government bodies, donors and other relevant stakeholders in order to define a working relationship and explore potential funding and investment opportunities for the startups
8. Identify, cultivate and solicit support of local incentive agreements which would benefit the startups for achieving their KPIs
9. Program budgeting specific to domain of activity and its review for implementation/resource allocation.
10. Research, plan and coordinate for developing and expanding entrepreneurial businesses and undertake data driven and evidence-based decisions
11. Reporting and documentation development related to program and as required by the IGNITE/ICT R&D Fund with relevance to the RFP of NIC Project.

The skills you'll have to demonstrate

- Strong leadership, decision-making and problem-solving skills. You should be persuasive and have strong negotiation skills, have the ability to work in multi-cultural learning environment and have a knack for innovation & continuous development to deliver quality results.
- Excellent verbal, non-verbal & written communication skills since selected candidate shall represent NIC at various national and international events / seminars.
- Empower, inspire & motivate the team to achieve while building their skills.
- Other skills you must be able to demonstrate include, but are not limited to: adaptability, intrinsic motivation, collaborative mindset, positive attitude, empathy, strong team-building skills and the ability to lead by example.