

<b>Designation</b>	Administrative Assistant
<b>Number of Posts</b>	One (01)
<b>Responsibilities</b>	<p>The Centre of Excellence in Cybersecurity, Govt of Karnataka (CySecK CoE), is supported by the Dept of Electronics, IT, BT and S&amp;T, GoK and the Karnataka Innovation and Technology Society (KITS) &amp; operationalized by Indian Institute of Science (IISc). The objectives of the CoE are organized into 4 pillars:</p> <p><b><i>Skill building</i></b>  <b><i>Promotion of industry and start-ups</i></b>  <b><i>Supporting state government departments with cyber risk management</i></b>  <b><i>Research and innovation</i></b></p> <p>The responsibilities of the Assistant Manager, Industry and start-ups include the following: (but may not be limited to)</p> <ul style="list-style-type: none"> <li>• Coordinate and maintain accounts, finances, expenditures receipts &amp; other process documents, enquiries,</li> <li>• Coordinate &amp; arrange the approvals, permissions to establish the facilities required by other team members in running the program deliverables</li> <li>• Create and maintain comparative statements, tender documents enquiries, bills, proposal documents, invoices etc. relating to any work of tender or outsourced for services</li> <li>• Processing of indents for procurement of goods/services through e-procurement portal or GeM portal or limited tenders as per the institute rules / FSID rules with preparation of notification, enquiry letters, purchase orders, processing of bills/invoices</li> <li>• Act as liaison between CySecK, FSID &amp; KITS.</li> <li>• Preparation of inventory of capital goods / equipments / goods / assets along with their present location &amp; other details. Supporting during the audit is also solicited.</li> <li>• Processing of indents for stationary, consumables, online purchase for smooth functioning &amp; operating of the center</li> <li>• Coordinate for trainings / workshops / online webinars / offline events of the center with respect to skilling &amp; startups initiatives</li> </ul>
<b>Employment type</b>	Full-time, fixed-term contract for three years, initially with six-month probation. Based on requirements and performance, the contract can be extended by mutual consent.

<b>Remuneration</b>	Commensurate to with experience and skill set, competitive with the industry
<b>Location</b>	Bengaluru
<b>Education</b>	Graduate in any degree (preferably a degree in B.Com with MBA) with good academic track records.
<b>Experience level</b>	Overall experience of 3+ years with at least 2 years in role handling administration, operations, accounts and finances independently. Experience of working in a government setup, office would be added advantage.
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Proven experience as an Administrative Assistant, Office Administrator, or similar role.</li> <li>• Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant tools</li> <li>• Excellent verbal and written communication skills.</li> <li>• Familiarity with office management systems and procedures.</li> <li>• Knowledge of procurements and purchase.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Ability to handle confidential information with discretion, integrity.</li> <li>• Ability to work independently and as part of a team</li> <li>• Problem-solving skills and a proactive mindset.</li> <li>• Strong organizational and multitasking abilities. Strong documentation skills.</li> </ul>
<b>Selection Process</b>	After the closing date, the applications will be screened, and shortlisted candidates will be called for personal interviews. <u>IISc and FSID reserve the right to interview only a subset of the candidates.</u>
<b>How to Apply</b>	<p><b>Please send your CV with a cover letter and any other relevant supporting documents as a single PDF document to <a href="mailto:coe.cyseck@gmail.com">coe.cyseck@gmail.com</a>, with the subject line “CySecK CoE Admin Asst”</b></p> <p>For any queries, please email <a href="mailto:coe.cyseck@gmail.com">coe.cyseck@gmail.com</a>, with the same subject line.</p>
<b>Closing date</b>	<b>12 February 2025</b>