

UNIVERSITY OF CHICAGO TRUST

L-9, EAST WING, RAHEJA TOWERS, MG ROAD, BANGALORE – 560001, KARNATAKA, INDIA

Job Description

Title: Operations Associate, IIC

Reporting to: Associate Director

About the Trust

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by alumnus of The University of Chicago. The objectives of the UChicago Trust are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

About the Unit

The International Innovation Corps (IIC) is a social impact program that operates out of the University of Chicago Trust in India. The IIC, founded in 2013, recruits and places high-performing young professionals with up to five years of experience and top-tier academic backgrounds from India, on teams that work on-site with governments and foundations to implement large-scale projects to address India's most critical development challenges. The program aims at creating scalable, sustainable, and long-term social impact. IIC teams design interventions, pilot solutions, implement and iterate, and record and scale best practices by engaging stakeholders. Through having direct impact on the ground in complex multi-stakeholder

Position Description

The IIC is seeking to hire an Operations Associate to oversee the day-to-day operations and finances of the International Innovation Corps.

The ideal candidate is energetic, a team player and possesses excellent time management skills, excellent verbal, and written communication skills with the ability to work well in coordination with cross-functional groups within the organisation. Please note that this is a full-time office-based role.

Responsibilities

- Manage grants in strict compliance with FCRA and other regulations.
- Research grant funding opportunities.
- Prepare and monitor budgets.
- Track grant applications.
- Manage operations, contracts, and logistics for the Fellowship.
- Ensuring all IIC engagements are compliant with legal requirements within the country.
- Coordinate, negotiate and manage relationships with existing and new vendors.
- Review vendor and consulting contracts using existing templates - ensure correctness and preparedness of the vendor contracts for materials, supplies, products, or services.
- Collect, review, and compile Trust vendor invoices and employee reimbursements.
- Create payment vouchers with associated supporting documents for further review.
- Maintain voucher information in the voucher master MS-Excel sheet.
- Ensure payments are made timely and according to the terms and conditions of the vendor.
- Coordinate and facilitate travel arrangements with the approved travel agents, including ticketing, hotel arrangement stay, local vehicle bookings, invoice collection, etc.
- Provide logistical support.
- Ensure office policies and procedures are implemented appropriately.
- Maintain office calendar, schedule staff meetings, and coordinate miscellaneous office events.
- Other duties as assigned.

Preferred Qualifications

Education:

- Bachelor's degree or higher

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Experience

- Minimum 2 years of work experience in operations and compliance. Work experience in a non-for-profit organization preferred.

Competencies

- Excellent skills in problem-solving and strategic planning.
- Enterprising nature with the ability to multi-task and manage projects across different engagements.
- Knowledge of grant laws, compliance and finance is required.
- Excellent organization and time management skills, with superior attention to detail.
- Process-oriented and highly disciplined.
- Fluency in written and spoken English is required.
- Proficiency in Microsoft Office suite.
- Attention to detail.

Must be legally authorized to work in India.

Application Documents

Resume
Cover Letter
Three References

Proposed Start Date: May 2024

Location: This position is in New Delhi, India

Please submit your documents to: <https://forms.gle/yLGGRftp4rkLQW7z9>