

UNIVERSITY OF TORONTO -

Contact: international@utoronto.ca

Application requirements: cover letter and resume

Deadline: September 30, 2022

Position Title: Managing Director, University of Toronto Centre in India

Location: Mumbai, India

Faculty/School/Office: University of Toronto Centre in India (Office of the Vice-President, International (OVPI))

1. POSITION SUMMARY:

The University of Toronto (U of T) is a pioneering institution in teaching, research, and entrepreneurship. As a large and diverse university, U of T has many nodes of excellence in fostering student entrepreneurship, mentoring and support.

The University of Toronto Centre in India (“the Centre”) is a research and entrepreneurship focused initiative in Mumbai, India that draws on U of T’s world-class research and innovation expertise across multiple academic divisions to drive collaboration with Indian partners on pressing global challenges. The Centre will facilitate U of T’s faculty and students’ learning, research, and entrepreneurship engagement; academic and business partnership development; communications and public outreach; student recruitment; alumni engagement; and government relations in India.

Reporting remotely to the Director, International Relations, and the Centre’s Management Committee (both in Toronto), and working with leaders across the University, the Managing Director has strategic and administrative oversight of The University of Toronto Centre in India, providing regional insight and expertise, and leading regional engagement on behalf of the University. The incumbent supports the University’s regional strategy in the Indian subcontinent by identifying new opportunities for academic and industry partnership, philanthropy, alumni engagement, student recruitment, and implementing international relationship priorities, contributing to the development of fundraising proposals, contributing to the University’s recruitment efforts in South Asia, and managing relationships, diplomatic missions, delegations, and events.

A key focus for the Managing Director will be the ongoing development and implementation of the University’s Centre in India and provides leadership toward the overall Centre mandate to provide a high level of professional service to the University’s academic and entrepreneurship community including: faculty members, academic administrators, administrative staff and representatives of partner institutions and sponsor organizations. The incumbent provides a range of support and services to help ensure the smooth and effective operation of the Centre with a focus on provision of service to U of T stakeholders, legal and financial accountability, as

well as strategic management of the Centre. The incumbent also supports and promotes the success of entrepreneurship activities, which will include spaces for entrepreneurship events, start-ups, and scale-ups. To support the implementation of the Centre in India, the Managing Director will recruit and supervise a team of staff members in India. This includes developing job descriptions for the implementation team, leading the recruitment of and managing team members.

The incumbent supports the advancement of the University's standing as a leading global research and teaching institution with entrepreneurial opportunities and to advance the use of University of Toronto expertise in collaboration with its Indian partners towards the solving of 21st century challenges in India. The incumbent will work towards enhancing U of T's brand and profile in India, support research and entrepreneurship, partnership development, student recruitment, government relations, and community engagement.

The incumbent works in a dynamic environment that requires a high degree of sensitivity, responsiveness, and a need to maintain strict confidentiality. The incumbent must present a professional image by interacting knowledgeably and courteously with people including members of the public, industry and academic partners, senior administrators, faculty, staff, students, research sponsors, prospective donors, and government and non-governmental representatives. The incumbent must be highly familiar with, and keep up to date with, the research and entrepreneurial ecosystems in India, including research and funding organizations and science, technology and innovation institutions and policies and related new developments in India. The incumbent must be a highly motivated, organized, and energetic individual who enjoys the challenge of working in a complex, fast-paced environment.

MAJOR ACTIVITIES:

1. Foster and deepen U of T's growing partnerships in India, through ongoing alumni and academic, industry, public and not-for-profit sector partner outreach.
2. Collaboratively leading and contributing to U of T's participation in various Indian partnerships and opportunities in support of U of T's regional goals and the Centre. This will include facilitating key relationships between U of T and Indian government and related agencies, non-governmental organizations, universities, businesses, prospects and facilitating senior leadership and recruitment visits.
3. Establishment and oversight of the Centre including financial management of the Centre budget; legal and regulatory compliance, including of Indian employment laws; processing payments and responsibility for banking maintenance as a signing officer for the University of Toronto accounts in India. Co-operates with the Centre's auditors to prepare annual audited statements and Legal Advisor on company secretary filings.
4. Centre program development and execution, in close collaboration with Toronto-based staff and faculty. This will include academic programming, support of U of T strategic

research in India, entrepreneurship programming, and community engagement through workshops, and events. Focus and expand opportunities for research, scholarship, and entrepreneurial engagement by increasing frequency and quality of interaction between U of T and Indian institutions.

5. Establishment and oversight of the Centre including recruitment, management, and supervision of staff. Plans strategically for the regional team, including work assignments, equipment needs, duties and responsibilities of positions, and the qualifications of positions. Hires staff based on assessment of candidates and understanding of Centre's needs. Defines duties and responsibilities of staff including defining hours of works, schedules of work, and methods and techniques of work. Ensures tasks are completed on schedule and standards and policies are followed by staff. Approved work of staff to ensure quality. Assigns tasks to staff based on understanding of needs and availability of resources. Approves work of staff to ensure quality of work. Develops plans and work processes for projects based on understanding of project requirements and timelines. Guides staff by providing the necessary direction and training to complete work, based on knowledge of procedures and specialized expertise. Resolves technical problems and staff-related issues that arise during work on a timely basis, to ensure work can be completed with minimal delay. Discusses performance with employees to provide feedback and address performance related issues as part of the employee development process. Disciplines employees where necessary and appropriate. Evaluates employee performance based on assessment of individual's work and achievement of performance goals. Terminates employment for cause or as a result of organization restructuring. Consults with Director, International Relations when dealing with serious issues that affect employment relationships. Mediates conflict between staff members supervised.
6. Provide support and guidance to acclimatize U of T students, faculty, staff in India.
7. Business and donor development, working in partnership with Toronto-based staff, to secure sustainable long-term funding to support the Centre's projects and operations.
8. Raise the profile and brand of the University of Toronto in India, including through media engagement and by supporting University recruitment efforts in India.
9. Developing, tracking, and reporting key performance metrics for the Centre and reporting to funding partners.

3. QUALIFICATIONS REQUIRED

EDUCATION:

Master's degree in a related field or acceptable equivalent combination of education and experience.

EXPERIENCE:

Minimum five years' experience in a university setting in progressively senior positions; experience with developing partnerships in India; knowledge about the not-for-profit sector, protocol, diplomacy and an excellent understanding of the University's mission and intersection with the broader community; experience leading complex and multi-stakeholder projects; experience supporting complex projects.

SKILLS:

High level of computer literacy required, including databases, SharePoint, Excel, and Word.

OTHER:

The individual must have a record of accomplishment of having developed international strategies for highly complex organizations. Demonstrated ability to understand differences across countries and create strategies that position organizations successfully. Strong partnership engagement skills, proven success in building collaborative initiatives, including strong writing, communication, presentation and interpersonal skills; ability to work under pressure; familiarity with higher education sector, international engagement, and public sector administration in India; strong leadership capabilities including leading a team; high degree of political acuity and judgment; ability to work with senior University Officers in a manner which facilitates cooperation and consensus building; ability to work independently with a high degree of initiative, discretion, and tact; superior organizational skills in strategy, planning, project management; flexibility and problem solver orientation. Proven success in providing superior service and support in a busy, demanding environment. Must be able to conduct thorough research, concisely summarize information and provide a rationale for action. Must be able to work independently with limited direction.

The individual must be a Citizen of India.

SALARY LEVEL:

6647059 Indian rupees

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