



الكلية العالمية للهندسة والتكنولوجيا

GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

بالإرتباط الأكاديمي مع جامعة غرب إنجلترا البريطانية

In partnership with the University of the West of England - Bristol



JOB DESCRIPTION

Manager of Incubation & Innovation Centre

Grade:

Reporting to: Director of Research and Innovation

Post Holder:

Salary and Benefits:

Description:

The Manager of the Incubation & Innovation Centre (IIC) will lead and oversee the Centre's entrepreneurial and innovation initiatives. This role is responsible for supporting startups and student projects, facilitating incubation programs, mentoring entrepreneurs, and providing industry connections to accelerate growth. The Manager will also develop and update IIC policies and strategic plans, manage the Centre's budget, monitor expenditures, and ensure alignment with the objectives of the RIO and the College, while collaborating effectively as part of the team.

Duties of the Role:

The holder of this post will be responsible for managing and administering the incubator operations in coordination with the RIO as following:

1. Ensure smooth day-to-day overall functioning of the IIC in coordination with RIO.
2. Lead the development, review, and continuous refinement of IIC strategy and policies.
3. Guide and support students in transforming their ideas and projects into successful startup ventures.
4. Foster a vibrant entrepreneurial ecosystem within the Centre and across the college/industry network.
5. Coordinate with stakeholders to establish and maintain strategic partnerships.
6. Support the preparation of operational plans, annual reports, quality assurance audits and responses to external requests related to the IIC.
7. Organize workshops, hackathons, startups events, etc., regularly as part of the incubator operational plans.

8. Conduct awareness activities to promote entrepreneurship among students and communities within the college.
9. Ensure the upkeep, functionality, and organization of the IIC facilities and spaces to support a productive and collaborative environment.
10. Support research and innovation tasks as required.

Required Skills:

1. Proficiency in Microsoft Office suite.
2. Excellent organizational skills and ability to manage multiple tasks efficiently.
3. Strong written and verbal communication skills.
4. Familiarity with project management and collaboration tools for task tracking, workflow coordination, and team communication.
5. Strong understanding of entrepreneurship, startups, and innovation ecosystems.
6. Financial management and budgeting experience.
7. Ability to work both independently and collaboratively in a team environment.
8. Leadership skills.
9. Problem-solving mindset and ability to provide practical solutions.
10. Ability to mentor and guide entrepreneurs and students effectively.
11. Experience in managing relationships with different stakeholders such as governmental and non-governmental organizations related to entrepreneurship and innovation.
12. Ability to learn new technologies or software and apply them to enhance workflow and productivity.

Education, Qualifications and Experience:

1. Master's Degree in Business Administration/Entrepreneurship is desirable with Bachelor's Degree preferably in Business Administration/Entrepreneurship from an accredited university.
2. Minimum of 5 years' experience in a business incubator, a start-up advisory or any kind of entrepreneurial experience would be preferred.
3. Preference given to Omani nationals.

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