

## **Roles of Management Team**

Our CITBIF incubation centre is essential to managing the facility's operations and strategic orientation. IC team is in charge of making sure the centre's goals are successfully carried out and of giving new businesses and entrepreneurs the assistance and resources they require. The following are some important positions in our incubation team:

1. **Director/Manager of the Incubation Centre:** This person is in charge of the general management and operations of the Incubation Centre. They make that the centre operates successfully and efficiently by supervising its operational operations, financial management, and strategic planning.
2. **Programme Coordinator:** The programme coordinator is in charge of creating and carrying out different projects and programmes to assist the incubation centre's companies. To comprehend the demands of the start-ups, they collaborate closely with them.
3. **Finance Manager:** The Finance Manager is in charge of all aspects of the incubation centre's finances, including financial planning, reporting, and budgeting. They oversee financial resources and financing options for the centre's entrepreneurs.
4. **Activities Manager:** The person in charge of overseeing the incubation centre's daily activities is the operations manager. They make sure that the resources and facilities are kept up to date and that the start-ups have access to the services and infrastructure they need.
5. **Manager of Partnership and Outreach:** The manager of partnerships and outreach is in charge of forming and preserving connections with outside parties, such as investors, government organisations, and partners in the sector. Their efforts are directed on broadening the incubation centre's network and generating prospects for cooperation and assistance.
6. **Manager of Marketing and Communications:** The manager of marketing and communications is in charge of creating and carrying out marketing plans that highlight the incubation centre's offerings. In order to interact with the start-up community and other pertinent stakeholders, they also oversee communication channels.
7. **Legal and Compliance Officer:** This person makes sure that the incubation centre's activities, as well as those of the companies housed within, adhere to all applicable rules and regulations. They provide the start-ups legal advice and assistance on issues including contracts, intellectual property, and regulatory compliance.
8. **Human Resources Manager:** The manager of human resources is in charge of hiring, developing, and training employees at the incubation centre. Additionally, they assist start-ups with human resource-related issues.

The management team helps to create an atmosphere that is favourable for the start-ups to grow and prosper within the incubation centre by doing their various tasks well. They are essential in giving the start-ups the resources and assistance they need to succeed and meet their goals as a company.