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## **Biotechnology Industry Research Assistance Council (A Govt. of India Enterprise)**

*Set up by Department of Biotechnology, Ministry of Science & Technology, Govt. of India*

**Vacancy: DBT– BMGF–Wellcome Trust- BIRAC, Program Management Unit at BIRAC,  
New Delhi, India.**

**Application is invited from qualified and experienced professionals for the position of  
Consultant (Communications) (one post) in the DBT – BMGF – BIRAC, Program  
Management Unit at BIRAC, New Delhi, India.**

- i. **The DBT – BMGF -Wellcome Trust - BIRAC Partnership:** The Bill and Melinda Gates Foundation (BMGF) and the Department of Biotechnology (DBT) signed an umbrella Memorandum of Understanding (MoU) to collaborate on mission-directed research and build Grand Challenges India to support health research and innovation. The MoU aims to support initiatives that could dramatically change the health and development landscape in India and other countries facing similar challenges. Biotechnology Industry Research Assistance Council (BIRAC) a Public Sector Undertaking of the Department of Biotechnology, Ministry of Science & Technology, and Government of India has been entrusted the responsibility of implementing this activity. BIRAC plays a key role in assisting the Global network of Partners to foster collaborative research to improve Global health and dealing with long term development issues.
- ii. **The Program Management Unit (PMU),** is the implementing body to manage the Grand Challenges India program. The partners have laid down the governance and implementation principles that will direct these strategic partnerships. BIRAC works closely with strategic partners to identify and support the scientific and technological opportunities through PMU. The PMU while being responsible for project management is also responsible for developing new areas of joint priority and oversight of various joint projects funded under Grand Challenges India

## Position Details:

### Position: Consultant (Communications)

Remuneration: Between Rs 40,000/- - Rs. 70,000/- (Consolidated)

The position is contractual initially for a period of three years with the possibility of extension.

Job description: The Communications Consultant will work directly with the Communications team in BIRAC and will be responsible for contributing to all the activities listed below as well as other projects/requirements as needed.

The incumbent will work closely with and across all the verticals within BIRAC to collect data from the relevant schemes, programs, program management units and other data as required.

#### 1. Key responsibilities:

The Communications person will be responsible for creating content across print, online and other communications for BIRAC, in close cooperation with the Communications team. The incumbent will also work closely with the empaneled agencies of BIRAC for designing and printing various collaterals such as posters, brochures among others. They will also be responsible for proof-reading and copy-editing all materials.

##### A. Media and communications

- a. Development and editing for scientific content for various fora
- b. Print media
  - i. Drafting press releases for BIRAC
  - ii. Quarterly Newsletter compilation and liaising with the empaneled advertising agency
  - iii. Annual report compilation
  - iv. Other BIRAC publications such as flyers, brochures, documents, videos etc. as required
- c. Digital and social media
  - i. Website content
  - ii. Twitter Handle content
  - iii. Other platforms
- d. Event based media

#### 2. Essential qualifications

1. Graduate in Science or English.
2. Excellent command on written and spoken English and Hindi
3. Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
4. Excellent proof-reading and copy-editing skills.
5. Strong planning and analytical skills and demonstrated attention to detail
6. Ability to organize/prioritize and plan work and meet deadlines within a fast-paced environment with multiple and competing demands.

#### 3. Desirable qualifications

1. Post-Graduation in any discipline
2. Diploma / P.G Diploma in Mass Communication.
3. Excellent interpersonal and negotiation skills.
4. Familiarity with adobe

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| <ul style="list-style-type: none"> <li>i. Working with the team to design and implement the communications plans for the events hosted by BIRAC</li> <li>e. Call based media <ul style="list-style-type: none"> <li>i. Designing adverts and working with empaneled agencies</li> </ul> </li> <li><b>B. Media and communications</b></li> <li>f. Development and editing for scientific content for various fora</li> <li>g. Print media <ul style="list-style-type: none"> <li>i. Drafting press releases for BIRAC</li> <li>ii. Quarterly Newsletter compilation and liaising with the empaneled advertising agency</li> <li>iii. Annual report compilation</li> <li>iv. Other BIRAC publications such as flyers, brochures, documents, videos etc. as required</li> </ul> </li> <li>h. Digital and social media <ul style="list-style-type: none"> <li>i. Website content</li> <li>ii. Twitter Handle content</li> <li>iii. Other platforms</li> </ul> </li> <li>i. Event based media <ul style="list-style-type: none"> <li>i. Working with the team to design and implement the communications plans for the events hosted by BIRAC</li> </ul> </li> <li>j. Call based media <ul style="list-style-type: none"> <li>i. Designing adverts and working with empaneled agencies</li> </ul> </li> <li><b>C. Reporting and Administrative responsibilities</b></li> <li>k. Will report to the Head Communications team/ MD BIRAC</li> </ul> | <p>photoshop and other software to carry out minor design jobs in-house.</p> <ul style="list-style-type: none"> <li>5. Demonstrated capacity and initiative to solve problems with energy and positive attitude.</li> <li>6. Proactive and flexible nature with reliable follow-through and attention to detail.</li> <li>7. Ability to work both independently and in a cooperative and collegial fashion.</li> <li>8. Handling social media content.</li> </ul> <p><b>4. Experience:</b></p> <p>1-2 years in Science communication.</p> <p><b>5. Age Limit:</b></p> <p>35 years as on closing date of application</p> |
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Interested Candidates should apply at [vacancy.birac@nic.in](mailto:vacancy.birac@nic.in) in the prescribed format enclosed as **Document I**.

Applications received by post and not on the prescribed format will not be considered.

Last date for receipt of **ONLINE** applications on the aforementioned email is **May 27, 2019**.

Notwithstanding anything contained herein or elsewhere; the decisions taken by BIRAC shall be binding upon all concerned.