

<p><b>Position: Program Officer</b> <span style="float: right;"><b>Position Code: MII-PO-01</b></span></p> <p><b>No of positions: 3 (Three)</b></p> <p><b>Duration:</b> Biotechnology Industry Facilitation Cell Program Management Unit (PMU) for Make in India is set up by the Department of Biotechnology (DBT) at BIRAC. This position is purely temporary (on contractual basis) and co-terminus with the project. The present duration of the project is up to September,2026.</p> <p><b>Consolidated Remuneration:</b> Between Rs.60,000/- to Rs.2,10,000/- Lump sum per month depending on Qualifications and Experience.</p> <p><b>Job Description:</b> The officer will support the team in overall execution of MII cell activities, coordinate stakeholders' interaction and responsible for data analysis and reports preparation required for policy level inputs.</p> <p><b>Reporting:</b> The person will be reporting to Mission Director – MII.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Support and assist in organization, coordination and documentation of Strategy meetings, vision documents, Stakeholder interactions.</li> <li>▪ Prepare detailed reports applicable to Make in India in the Biotechnology sector.</li> <li>▪ Provide regular updates on activities of Make in India &amp; Start-up India action plans.</li> <li>▪ Manage and expand partnerships with Industry, States, Investors and other stakeholders.</li> <li>▪ Take the lead in organizing activities like State Conclaves, Webinars, Stakeholders' meetings, Investor Consultations &amp; other outreach activities.</li> <li>▪ Support and assist in organization, coordination and documentation of Strategy meetings, vision documents, Stakeholder interactions.</li> <li>▪ Prepare detailed reports applicable to Make in India in the Biotechnology sector.</li> <li>▪ Provide regular updates on activities of Make in India &amp; Start-up India action plans.</li> <li>▪ Manage and update MII microsite and keep different dashboards updated.</li> <li>▪ Assist MII team for assigned activities.</li> <li>▪ Support in New Initiatives/Activities.</li> <li>▪ Contribute in other assignments aligned with the mandate of Make in India.</li> </ul>	<p><b>Essential Qualifications:</b> Masters in biological sciences/ allied areas/ Public Policy/ Policy Administration.</p> <p><b>Desirable Qualifications:</b> PhD in translational research of industrial application.</p> <p><b>Experience:</b> Post Qualification, Minimum 2 years of work experience in any reputed life sciences industry/ Govt Agency/ KPO/ CRO/ CDMO/ Startup/ Public Policy Administration/ others.</p> <p><b>Desirable:</b> Experience in preparing detailed reports, documentation skills, data analysis</p> <p><b>Age Limit:</b> 30 years as on closing date of vacancy.</p>