



Dept. of Biotechnology



## **BIRAC-DBT-GATES-PMU Positions**

### **1. PD-01 - Program Director**

#### **Position Summary & Responsibilities**

The Program Director (PD) will serve in the Program Management Unit chartered under the DBT, BIRAC, and Gates Foundation partnership for Grand Challenges and Mission Directed research in the areas of:

- Maternal, Neonatal and Child Health, Nutrition, Reproductive Health and more generally, Family Health.
- Infectious Diseases including expertise in the discovery and translational sciences related to vaccines, drugs and diagnostics
- Agriculture discovery and translational sciences in both crops and livestock
- Green Technology and sanitation

The PD will have the opportunity to interact and work with thought leaders and leading scientists both in India and internationally; contribute strategic thinking and forward-looking analysis in relevant areas; communicate progress and setbacks against strategic goals; and importantly create and manage grants/contracts as part of a team.

#### **Responsibilities of the position include:**

- To shape and execute scientific grants and research contracts leading to social innovations in the health and development of underserved populations in India and more generally in service of the developing world.
- To oversee the coordination and administration of all aspects of an ongoing program including planning, organizing, leading, and controlling program activities.
- Manage substantial portfolio of complex grants requiring high-level grant management skills, including applying and evaluating milestone-based performance objectives;
- Reporting to the MD BIRAC, the Program Director will manage specific investments, and will also be an important liaison to DBT and the Gates Foundation.
- In addition to scientific expertise, the Program Director must also bring in passion, humility, and critical thinking for the unique problems and the questions relevant to BIRAC's mission.



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- To serve as a partner and resource to grantees and facilitate accomplishment of strategic objectives;
- To serve as a liaison between grantees with key stakeholders including members of Technical Advisory Groups, BIRAC, DBT and Gates Foundation staff as well as other potential funding partners.
- To represent BIRAC, and the DBT - Gates Foundation partnership to the external world related to Grand Challenges India initiatives;
- Undertake specific projects, as and when required.

### **Qualifications and Experience**

#### **Essential**

- PhD, MD, MD/PhD / equivalent in biological sciences with broad and deep knowledge in health or agricultural sciences.
- 8-10 years of experience in academic, industry or similar position.

#### **Desirable**

- Experience in technology assessment and matching novel technologies with biomedical or public health applications preferred.
- Experience in project monitoring and evaluation, including development of conceptual frameworks, management of monitoring systems, implementation and - supervision of evaluations and reporting of evaluation findings.
- Experience in the execution, conduct and/or management of performance based grants, contracts or cooperative agreements.
- Experience working with the health community and with governmental and non-governmental organizations.
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Strong planning and analytical skills. Excellent interpersonal and negotiation skills.



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- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as a ability to work with efficiency and diplomacy as part of a team effort.
- Ability to organize/prioritize work and meet deadlines within a fast paced environment with multiple and competing demands.
- Proactive and flexible nature with reliable follow-through and attention to detail.
- Ability to work both independently and in a cooperative and collegial fashion.
- Ability and willingness to travel domestically and internationally.

## 2. PO-01 - Program Officer: Agriculture and Nutrition

### **Position Summary & Responsibilities**

The Program Officers (PO) will serve in the Program Management Unit chartered under the DBT, BIRAC, Gates Foundation partnership in Grand Challenges and Mission Directed research in the areas of Agriculture discovery and translational sciences in both crops and livestock

The PO will have the opportunity to interact and work with thought leaders and leading scientists both in India and internationally; contribute strategic thinking and forward-looking analysis in relevant areas; communicate progress and setbacks against strategic goals; and importantly create and manage grants/contracts as part of a team.

### **Responsibilities of the position include:**

- To shape and execute scientific grants and research contracts leading to social innovations in agriculture and development of underserved populations in India and more generally in service of the developing world.
- To oversee the coordination and administration of all aspects of an ongoing program in the field of agriculture, nutrition and livestock health.
- Manage substantial portfolio of complex grants requiring high-level grant management skills, including applying and evaluating milestone-based performance objectives;
- Serve as a partner and resource to grantees to facilitate accomplishment of strategic objectives;
- Reporting to the MD BIRAC, PO will manage specific investments, and will also be an important liaison to DBT and the Gates Foundation.



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- In addition to scientific expertise, the Program Officer must also bring passion, humility, and critical thinking for the unique problems and the questions relevant to BIRAC's mission.
- To serve as a liaison between grantees with key stakeholders including members of Technical Advisory Groups, DBT and Gates Foundation staff as well as other potential funding partners.
- Synthesize and document results from grants and contracts including preparing briefings and portfolio reviews to leadership;
- Represent BIRAC, and the DBT - Gates Foundation partnership to the external world related to Grand Challenges India initiatives;
- Undertake special projects, as requested.

## **Qualifications & Experience**

### **Essential**

- Postgraduate/ Advance degree in agricultural sciences. PhD/Postdocor equivalent with broad and deep knowledge in Agricultural sciences particularly as it relates to the development of new technologies and tools for new agriculture practices, interventions for improved nutritious crops and the development of new interventions for agriculture improvement, livestock health and productivity including livestock vaccines.
- 7+ years of experience in academic, industry or similar position.
- General knowledge of both agriculture and cultural factors in the context of India and the developing world.

### **Desirable**

- Experience in technology assessment and matching novel technologies with food security or public health applications.
- Experience in project monitoring and evaluation, including development of conceptual frameworks, management of monitoring systems, implementation and - supervision of evaluations and reporting of evaluation findings.
- Experience in the execution, conduct and/or management of performance based grants, contracts or cooperative agreements.
- Experience working with the agriculture community and with governmental and non-governmental organizations.



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- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and initiative to solve problems with energy and positive attitude.
- Ability to organize/prioritize work and meet deadlines within a fast paced environment with multiple and competing demands.
- Proactive and flexible nature with reliable follow-through and attention to detail.
- Ability to work both independently and in a cooperative and collegial fashion.
- Ability and willingness to travel domestically and internationally.

### **3. FO-01 - Administrative & Finance Officer**

#### **Position Summary & Responsibilities**

- Oversee the daily accounting activities required to maintain the general ledger
- Maintain organized set of detailed records and files to document financial transactions
- Resolve complex accounting issues or assists others in resolving financial issues
- Review general ledger on a monthly basis to ensure accuracy of posting
- Coordinate monthly, quarterly, and annual closing activities
- Produce quarterly and annual financial statements and financial reports for board meetings
- Make and implement recommendations to improve accounting processes and procedures
- Take care of all logistics requirement, arranging meetings, visits, etc.
- Understands personal and team role and responsibilities
- Work with HR and Administration to provide administrative support
- Ensure data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, recycling, wellness, and transportation services, etc.
- Manage the work of back office
- Keep an account of the documentation details
- Maintain records, prepare reports, and composes correspondence related to work
- Administer housekeeping activities in the office and manages other logistics

#### **Qualifications & Experience**

- i. Masters from a recognized and reputed institute. M.Com / MBA from a recognized and reputed institute will be preferred.
- ii. 3-6 years experience with at least 3 years of work experience in accounts / admin department of a private/public sector/ government organization



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*Salary commensurate with qualification and experience.*

<b>LEVELS</b>	<b>Experience*</b>	<b>Salary Range</b>	
<b>Level 4</b>	6-10 years	90,000	1,20,000
<b>Level 3</b>	5-8 years	70,000	95,000
<b>Level 2</b>	3-6 years	47,000	72,000
<b>Level 1</b>	2-4 years	30,000	50,000