

BIRAC POSITIONS

Position: Team Lead / Head – IP & Technology Management - Level 3/4

Salary: Monthly CTC Level-3 between Rs. 75,000/- and Rs. 95,000/- and level-4 between Rs. 92,000/- - Rs. 1,20,000/- depending on qualifications and experience as recommended by the Selection Committee.

Job Description: Responsible for providing specialized services for empowering and enabling the biotech innovation ecosystem such as IP management, technology transfer, technology acquisition and to ensure their execution assuring highest quality.

1. Key Responsibilities:

- i. Leading the Team on IP and Technology Transfer.
- ii. Develop a framework for providing specific specialized services that would outline BIRAC's role in enabling innovation research.
- iii. Develop a framework for Technology Transfer / Acquisition and IP Management.
- iv. Working with Institutions and Organizations and BIRAC projects for mapping of technology and intellectual property rights and patents
- v. Provide advisory services for Technology licensing, acquisition and transfer.
- vi. Devise plans for plans for enabling acquisition/transfer or license of innovative technology.
- vii. Facilitate networking for Technology Transfer / Acquisition and patent facilitation.
- viii. Facilitate IP Management for BIRAC funded innovations.
- ix. Lead the scoping and evaluation of major strategic innovation priority areas.

2. Necessary Qualification:

- MSc/ M Tech in Applied Life Sciences/ Biotechnology/ Medical Microbiology/ Biochemistry/ Plant Biotechnology/ Microbiology/ Agriculture / Plant Sciences/ Animal Sciences /MBBS / Veterinary physician.
- Diploma/ degree holder in Intellectual Property and / or Technology Transfer & Licensing from a reputed law college or institute.

3. Preferable:

- PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute .

4. Experience:

7-10 years of work experience in public/private sector biotech/pharma/ research enterprises in leadership position in the field of Intellectual Property Rights / patenting / technology licensing and acquisition, etc. Work experience in Technology Transfer / Business Development Office would be preferred.

5. Age Limit:

50 years as on 30.12.2014

Position: Project Manager / Officer Investment - Level 1/2

Salary: Monthly CTC between Rs. 38,000/- and Rs. 56,000/- for Project Officer & between Rs. 57,000/- and 74,000/- for Project Manager depending on qualifications and experience as recommended by the Selection Committee.

Job Description: Grant Management of PPP Scheme which include evaluation and management of projects and disbursement as per the guidelines.

<p>1. Key Responsibilities:</p> <p>a. Project Management</p> <ul style="list-style-type: none"> i. Finalizing work plans and milestones with timelines and monitor project plan. ii. Manage an effective review, evaluation and monitoring process iii. Managing different projects under various schemes, iv. Manage an effective review, evaluation and monitoring process v. Arrange meetings for decision making and review vi. Follow the established standards for project reporting and documentation vii. Deliver quality work on timely basis viii. Timely disbursements of funds ix. Work with Technical, Legal and Finance Team for timely delivery of results. <p>b. Team Management</p> <ul style="list-style-type: none"> x. Understand team objectives and cooperate and collaborate with others to achieve them xi. Adhere to internal and external compliance responsibilities in a timely manner xii. Understand sensitivity of projects and maintain confidentiality 	<p>2. Necessary Qualification & Experience:</p> <p>(a) For Project Officer</p> <p>M.Sc/M.Tech in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute.</p> <p>Experience:</p> <p>2-4 years with atleast 2 years of work experience in related area of work ó Project Management, Grants management.</p> <p>(b) For Project Manager</p> <p>M.Sc / M.Tech in Life Science / Pharma / Biotechnology from a recognized and reputed institute. Ph.D in all the stated fields will be preferred. A Diploma / Degree in Project Management would be desirable.</p> <p>Experience:</p> <p>5 years with at least 3 years of work experience in related area of work ó Project Management / Grants Management</p> <p>3. Age Limit</p> <p>40 years as on 30.12.2014</p>
<p>Position: Manager / Senior Manager (Accounts) - Level 2/3</p> <p>Salary: Monthly CTC between Rs. 57,000/- and Rs.74,000/- for Manager and between Rs. 75,000/- and Rs. 95,000/- for Senior Manager depending on qualifications and experience as recommended by the Selection Committee.</p> <p>Job Description: To perform the highly specialized Accounting work in line with general Accounting principles as per Companies Act.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Daily accounting activities required to maintain the general ledger. ii. Manage the accounting work (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs, accounts receivable transactions, payroll, accounts payable transactions, debt activity, recording of revenue and expenses etc. 	<p>2. Necessary Qualification:</p> <p>CA from a recognized and reputed institute.</p> <p>3. Experience:</p> <p>5-7 years of work experience in finance & accounts department of private / public sector / government organization handling Accounting work.</p>

<ul style="list-style-type: none"> iii. Manage the working capital requirements, employee entitlements provisions, valuation implications, risks and opportunities and taxation implications iv. Maintain organized set of detailed records and files to document financial transactions v. Resolve complex accounting issues or assists others in resolving financial issues vi. Review general ledger on a monthly basis to ensure accuracy of posting vii. Coordinate monthly, quarterly, and annual closing activities viii. Produce quarterly and annual Balance sheet and financial statements and financial reports for board meetings ix. Responsible for working under Internal Audit and preparing proper required document for internal and Quarterly Board Audit . x. Collaborate with the retained audit firm to ensure a clean and timely year end audit xi. Implement recommendations to improve accounting processes and procedures xii. Understands personal and team role and responsibilities xiii. Based on formal and informal feedback received, takes action to address areas for growth and improvement of self 	<p>4. Age Limit:</p> <p>45 years as on 30.12.2014.</p>
<p>Position: Manager (HR & Administration) – Level 2 Salary: Monthly CTC between Rs. 57,000/- and Rs. 74,000/- depending on qualifications and experience as recommended by the Selection Committee.</p> <p>Job Description: To manage /assist in the general administrative and HR activities of the organization</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Work on all HR and Administration activities. ii. Housekeeping and logistics matters. iii. Work related advertising and printing. iv. Arrangement of meeting and events. v. Procurements and subscriptions. vi. Office Security. vii. Contracts Management. viii. Medical Insurance. ix. Employee claims x. Leave Management. xi. Understands personal and team roles 	<p>2. Necessary Qualification:</p> <p>Graduate degree from a recognised and reputed institute. MBA or equivalent in Personnel Management / HRM from a recognized and reputed institute will be preferred.</p> <p>3. Experience:</p> <p>5 years with at least 3 years of work experience in HR & Admin related activities in a Services/ Public Sector/ Government Organization.</p> <p>4. Age Limit:</p> <p>40 years as on 30.12.2014.</p>

<p>and responsibilities.</p> <p>xii. Maintain confidentiality.</p> <p>xiii. Deliver quality work on timely basis.</p>	
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