

BIRAC POSITIONS

<p>1. Investment Group</p>	
<p>A. Position: Head/ Team Lead - Level: 4/5</p> <p>Purpose: Responsible for the investment programmes. Lead the implementation of the schemes for project appraisal, review, sanction, monitoring and management.</p>	
<p>1. Key Responsibilities:</p> <p>a. Project Appraisal</p> <p>i. Drive project appraisal exercise (both technical and financial due diligence) for different projects under each scheme</p> <p>ii. Define parameters for appraisal of projects under various schemes</p> <p>b. Investment Management</p> <p>iii. Develop plans for structuring of various investment schemes in areas such as target setting, modes of funding or fund disbursement etc</p> <p>iv. Develop financial management guidelines, set budgets and assure expenditure monitoring of projects</p> <p>v. Define performance indicators for each investment for effective monitoring</p> <p>vi. Apply project management and quality assurance principles to all phases of the project</p> <p>c. Team Management</p> <p>vii. Develop and nurture high performing teams</p> <p>viii. Engage in continual learning to refine and develop further new programmes.</p> <p>d. Project Management</p> <p>ix. Ensure high quality service, and solicit and act on feedback.</p>	<p>2. Necessary Qualification:</p> <p>- PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute</p> <p>3. Experience:</p> <p>- 10 years of experience in public/private sector enterprises with at least 5 years of experience in managing investment projects and leading multi-disciplinary teams in project appraisal, monitoring and management.</p>
<p>B. Position: Project Manager - Level 2</p> <p>Purpose:</p> <ul style="list-style-type: none"> • To assess and process applications for grants and responsible for proper functioning of the grants management system, ensuring compliance to regulations. • Responsible for evaluation and management of selected projects as per guidelines. 	
<p>2. Key Responsibilities:</p> <p>a. Project Identification</p> <p>i. Invite proposals under various schemes and assure technical review by experts</p> <p>ii. Assure technical and financial due diligence of short listed proposals</p> <p>iii. Assure appropriate agreements with selected agencies are finalized</p>	<p>3. Necessary Qualification:</p> <p>MSc/ M Tech in Applied Life Sciences/Biotechnology/ Medical Microbiology/ Biochemistry/ Plant Biotechnology/ Microbiology/ Agriculture/ Plant Sciences/ Animal Sciences/ MBBS/ Veterinary Science.</p>

<p>b. Grants Management</p> <ul style="list-style-type: none"> i. Assess grant applications; analyse them and obtain appropriate advice and references; reach a judgement or recommendation for submission to senior staff ii. Prepare and present written case reports with detailed analysis and recommendations iii. Undertake and/or conclude grant audits and give appropriate recommendations to grantees on areas that need improvement in their systems and procedures iv. Prepare grant documents (selection memos, negotiation memos, grant agreements, modification, closeouts and related correspondences) v. Ensure the timely close-out of grants vi. Manage all the administrative and financial aspects of awards to grantees <p>c. Project Management</p> <ul style="list-style-type: none"> i. In consultation with partners, finalize work-plans and milestones with timelines ii. Manage all project activities and communications including team meetings, grantee meetings, budget reports and progress reports iii. Track project expenses against approved budgets, monitor budget utilization iv. Provide technical inputs in the implementation of the project v. Identify technical issues and anticipate range of possible solutions after thorough research and analysis vi. Build and maintains excellent working relationship with all project grantee. <p>d. Monitoring</p> <ul style="list-style-type: none"> i. Review cash requests from grantees to ensure the amounts requested are reasonable and within approved budgets ii. Review all grantee deliverables to ensure grant compliance and provide feedback to grantees as appropriate iii. Monitor grants awarded including: agreeing appropriate outcomes and reporting regimes, analysing monitoring reports, visiting projects across the country to see work in progress and authorising grant payments iv. Assist in the compilation of data and preparation of monthly, quarterly and annual reports. 	<p>4. Preferable:</p> <p>MBA in Project and/or Finance Management.</p> <p>5. Experience:</p> <p>3-6 years with at least 3 years of experience in project appraisal, grants management. project management in a reputable organization handling the major grants from national/international donors.</p>
---	---

C. Position: Project Officer - Level 1

Purpose: Evaluation and management of projects as per the guidelines.

1. Key Responsibilities:

a. Project Management

- i. Work with Project Managers for finalizing work plans and milestones with timelines
- ii. Maintain, update and modify project plan under the supervision of Manager
- iii. Prepare and document project status reports
- iv. Perform basic research on a proposal and organizes information
- v. Follow the established standards for project reporting and documentation
- vi. Deliver quality work on timely basis
- vii. Understands sensitivity of projects and maintains confidentiality

b. Team Management

- viii. Understand team objectives and cooperate and collaborate with others to achieve them
- ix. Adhere to internal and external compliance responsibilities in a timely manner
- x. Demonstrate an awareness of business strategy and service offerings

2. Necessary Qualification:

B.Tech in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute. M.Sc/ M Tech in all the stated fields will be preferred.

3. Experience:

2-4 years with atleast 2 years of work experience in related area of work – Project management, Grants management.

2. Technical Group - Discovery and Product development	
A. <u>Position: Head/ Team Lead - Level 4/5</u>	
<p>Purpose:</p> <ul style="list-style-type: none"> • To Lead the Discovery / Early Stage / Translational and Product Development Team • To direct and execute strategies to support the innovation activities through funding opportunities partnerships, infrastructure support and others. • To develop procedure and technique for technology analysing and product development. 	
<p>1. Key Responsibilities:</p> <p>a. Strategic</p> <ol style="list-style-type: none"> Identify the discovery technologies/ discovery compounds which are of commercial and social benefit Lead the due diligence exercise for such early stage technology Identify the various agencies for partnering,for funding of providing infrastructure support Create strategies for facilitating translational activities, taking research leads to product development Anticipates the future needs in priority areas and plan for research and translational activities. <p>b. Implementation Support</p> <ol style="list-style-type: none"> Provide networking support with other companies, industries, funding agencies and academia Work closely with the Investment Group to provide technical knowledge essential for taking investment decision. Prepare the projects to deal with the regulatory and legal compliance. <p>c. Team Management</p> <ol style="list-style-type: none"> Approach change with flexibility; create environment that encourages improvement and innovation; help others to handle change and address resistance Form and leads high performing teams by bringing right resources together. 	<p>2. Necessary Qualification:</p> <ul style="list-style-type: none"> - PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute <p>3. Experience:</p> <ul style="list-style-type: none"> - 10 years of work experience in pharma/ biotech or related industry or academic research institutes on research, translational and product development activities.

<p>B. Position Technical Manager / Technical Officer- [Health Care, Agriculture, Industrial Process&Green Technology) –Level 2/Level 1</p> <p>Purpose: Provide Technical guidance and support for projects in identified areas of drug development, vaccine, therapeutics, biomedical devices, product development and regulatory requirement, Agricultural biotechnology, secondary agriculture and new technologies,Industrial Process/Green Technology.</p>	
<p>1. Key Responsibilities:</p> <p>a. Research Analysis</p> <ul style="list-style-type: none"> i. Work closely with experts to identify priorities and need based projects. ii. Provide technical support for project appraisal and technical due diligence iii. Make detailed observations, analyze data and interpret results, write reports, summaries and protocols iv. Evaluate the project specific technologies, project results, products and processes and define future strategies . <p>b. General</p> <ul style="list-style-type: none"> v. Contribute to scientific analysis and understanding of the problem, gaps and required scientific intervention vi. Initiate and manage external relationships and collaborations with academic and commercial parties vii. Supports the projects in regulatory approval process. <p>c. Team Management</p> <ul style="list-style-type: none"> viii. Understand team objectives and cooperate and collaborate with others to achieve them ix. Adhere to internal and external compliance responsibilities in a timely manner. 	<p>2. Necessary Qualification:</p> <p>MSc/ M Tech in Applied Life Sciences/Biotechnology/ Microbiology/ Biochemistry/ Agriculture/ Plant Biotechnology/ Industrial Biotechnology/ Animal Sciences/ MBBS.</p> <p>3. Preferable:</p> <p>PhD in Life Sciences/ Pharma/ Agriculture / Biochemistry/ Bio Technology from a recognized and reputed institute in related areas.</p> <p>4. Experience:</p> <p>3-6 years of experience. At least 2-3 years of work experience in related area of research in industry or academic research institutes</p>

3. Strategic Partnership and Entrepreneur Development

A. Position: Head / Team Lead - Level 4/5

Purpose:

To form strategic and collaborative partnerships, frame and implement strategies for resource mobilization and entrepreneurship development in the biotech sector

1. Key Responsibilities:

a. Partnership Development

- i. Frame and implement strategies for entering into partnerships with organizations, institutions nationally and internationally.
- ii. Lead assessment of potential partner prior to entering into partnership
- iii. Carry out financial and institutional evaluation of prospective partner organizations
- iv. Identify scope for enhancing relationships with existing partners

b. Resource Mobilization

- v. Identify prospects for new business opportunities
- vi. Implements resource mobilization strategy
- vii. Reach out to potential donor organizations that are interested in parenting for funding innovative projects in biotech sector

c. Entrepreneurship Development

- viii. Implement strategy for entrepreneurship development
- ix. Organize workshops, trainings, seminars etc for capacity building and mentorship.

d. Team Leadership

- x. Leads and motivates staff, and builds and manages effective teams
- xi. Systematically works to form trusted relationships based on mutual respect
- xii. Mentors and inspires the team for optimum performance
- xiii. Approaches change with flexibility
- xiv. Creates environment that encourages improvement and innovation resistance

2. Necessary Qualification:

- PhD in Life Sciences/ Biotechnology/ Pharma from a reputed institute

3. Experience:

- At least 10 years of business development/ alliance integration/cooperative strategy entrepreneur development experience in a services organization of which at least 5 years should be at senior management level

<p>B. <u>Position: Business Development Manager- Level 2</u></p> <p>Purpose: To implement BIRAC's resource mobilization and partnership / alliances strategy.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Provide assistance in developing the resource mobilization plan that addresses current donor trends for the biotech sector. ii. Identify existing and new donors agencies and funding opportunities in the biotech sector iii. In consultation with Head – Strategic Partnerships, implement resource mobilization plan iv. Develop relationship and networks in few potential funding agencies to keep abreast of funding opportunities v. Assist in responding to funding opportunities in the form of concept notes, detailed proposals or discussions vi. Negotiate and respond to questions on the proposals with counterparts in the donor agencies vii. Provides inputs to the team in finalizing the proposal viii. Understand personal and team role and responsibilities ix. Prepare concise, well-written documents using appropriate business and technical language 	<p>2. Necessary Qualification:</p> <p>MSc/ M Tech in life sciences/ bio technology/ pharma/ agri/ plant sciences. MBA from a recognized and reputed institute is preferred</p> <p>3. Experience:</p> <p>3-6 years with at least 3 years of work experience in business development, strategic analysis, application of new strategies for business expansion.</p>
<p>C. <u>Position: Entrepreneurship Development Manager/ Officer- Level 2 /1</u></p> <p>Purpose: To promote innovation and enterprise development to strengthen biotech sector in India.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Implement entrepreneurship development programs ii. Identify potential entrepreneurs in the biotech sector and assure that need assessments are carried out iii. Based on need assessment, identify suitable resources to develop methods (through funding, training, education, facilities) for supporting entrepreneurship in the sector iv. Identify entrepreneurs/ experts to conduct training / workshops v. Organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs 	<p>2. Necessary Qualification:</p> <p>BSc/ B Tech in Life Sciences/ Biotechnology/ Pharma from a reputed institute. M.Sc / M.Tech / MBA from a recognized and reputed institute will be preferred</p> <p>3. Experience:</p> <p>3-6 years with at least 2-3 years in entrepreneurship development and public private partnerships activities in a public or private organization</p>

<ul style="list-style-type: none">vi. Evaluate entrepreneurship development program outcomes and makes suitable changes in the next phase of trainingvii. Provide advisory services in managerial economics and financial planningviii. Maintains linkages with academia and industry to provide access to required infrastructure, incubation space, equipment and pilot plantix. Encourage team dialogue and keep team and leadership informed on progress and issuesx. Understand personal and team role and responsibilitiesxi. Prepare concise, well-written documents using appropriate business and technical language.	
---	--

4. Specialized Services

A. Position: Head / Team Lead- Level 4/5

Purpose:

To develop strategy and guidelines for providing specialized services for empowering and enabling in biotech innovation ecosystem such as IP management, technology transfer, technology acquisition and to ensure their execution assuring highest quality.

1. Key Responsibilities:

a. Systems Development

- i. Develop strategy to determine the nature, scope and modalities for specialized service offerings
- ii. Develop a framework for providing specific specialized services that would outline BIRAC's role including advisory, facilitating, partnering or acquisition
- iii. Develops SOPs to monitor various service offerings

b. Advisory

- iv. Assure mapping of technology and intellectual property rights and patents
- v. Provide regulatory guidance to different programme teams
- vi. Provide strategic solutions to problems after careful consideration of multiple alternatives
- vii. Provide advisory services for licensing, acquisition and technology transfer

c. Facilitating

- viii. Provides handholding and mentoring support for specialized services
- ix. Conduct negotiations with partners or alliance agencies as needed to resolve key regulatory issues
- x. Lead the scoping and evaluation of major strategic innovation initiatives across BIRAC priority areas

d. Partnering

- xi. Devise plans for enabling acquisition/transfer or licence of innovative technology
- xii. Seek partnerships with service providers

e. Team Management

- xiii. Approach change with flexibility; creates environment that encourages improvement and innovation; helps others to handle change and address resistance

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

3. Preferable:

- PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute
- LLB from a recognised and reputed institute
- Diploma/ degree holder in Intellectual Property and / or Technology Transfer & Licensing from a reputed law college or institute

4. Experience:

10 years of work experience in public/private sector biotech/ pharma/ research enterprises out of which at least 5 years should be in leadership position in the field of Intellectual Property Rights / patenting/technology licensing and acquisition/ copyrighting

xiv. Form and lead high performing teams by bringing right resources together	
<p>B. <u>Position: Project Manager (Intellectual Property and Technology Management)- Level 2</u></p> <p><u>Purpose:</u> (a) To provide a comprehensive understanding and implementation of issues involved in IP Management and Technology transfer and acquisition. (b) To be responsible for ensuring that BIRAC funded projects are in conformity with the requirements of IP related rules and regulations and also assist in their IP and Technology Management.</p>	
<p>1. Key Responsibilities:</p> <p>a. IP Due Diligence</p> <ul style="list-style-type: none"> i. Conduct IP due diligence for eligible proposals received under various funding schemes ii. Conducts freedom-to-operate searches and provides a written opinion iii. Directs patent landscape /IP or Technology mapping to identify patenting activities <p>b. Advisory</p> <ul style="list-style-type: none"> iv. Provides advisory services for innovation research projects on IP policies and management v. Provides advisory services/ training in patent filing and registration vi. Review intellectual property provisions of various innovation research and assist in rendering opinions on validity and infringement vii. Identifies technical issues and offers a range of possible solutions. <p>c. Patent Awareness</p> <ul style="list-style-type: none"> viii. Leads analysis of patent policy of India in comparison to other countries ix. Manage and participate in IP awareness workshops x. Actively acquires, updates and shares knowledge within and across teams. <p>d. Technology Analysis</p> <ul style="list-style-type: none"> i. Maintain an overview on the technology trends and market demand ii. Direct mapping of technologies in research 	<p>2. Necessary Qualification:</p> <p>MSc/ M Tech in life sciences/ bio technology/ pharma/ agri/ plant sciences. PhD in any of the above will be preferred. Patent agent qualification or degree in Law or Diploma/ degree in Intellectual Property from a recognized and reputed institute will be preferred.</p> <p>3. Experience:</p> <p>3-6 years with at least 3 experience in patent analysis, intellectual property strategy development and implementation and or technology licensing and acquisition in biotech/ pharma/ agri/ bio informatics industry.</p>

<p>organizations at national and international level</p> <p>iii. Evaluate the technology on basis of its potential for commercialization.</p> <p>e. Technology Transfer</p> <p>iv. Assure sourcing of technology from research and academia</p> <p>v. Facilitate the process of transfer from lab to small biotech to large biotech to market</p> <p>vi. Determine technology pricing based on market demand, growth potential, innovativeness of the technology etc.</p> <p>vii. Provide assistance in drafting technology transfer agreements with assistance from Legal Cell</p> <p>viii. Facilitate discussions on technology transfer at various platforms</p> <p>ix. Build, maintain and utilize network of client relationships</p> <p>x. Shares and applies knowledge gained through internal and external sources</p>	
---	--

5. Finance	
A. <u>Position: Head Finance & Accounts- Level 4/5</u>	
Purpose: To lead and develop financial management policies and procedures using general accounting principles to assure that BIRAC's finances are managed at the highest quality.	
<p>1. Key Responsibilities:</p> <p>a. Systems Development</p> <ul style="list-style-type: none"> i. Design and develops financial management system customized to the needs of BIRAC and in line with Government of India rules and Indian Accounting Standards ii. Lead development of a Financial Policies and Procedures manual BIRAC with clear expenditure authority at various levels within the organization <p>b. Budget Planning</p> <ul style="list-style-type: none"> iii. Provide BIRAC with an operating budget. Work with the senior management to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. iv. Lead budget development exercise, secure approval from senior management team and BIRAC Board v. Authorize expense and keep a tab on expenditures as per budget vi. Ensure that expenses are incurred on a timely basis following due diligence vii. Track budgets and ensure steady expenditure <p>c. Funds Management</p> <ul style="list-style-type: none"> viii. Ensure that funds received from DBT or other sources are deposited in appropriate heads of accounts ix. Ensure that funds are properly utilized and accounted for as per accounting policies and procedures <p>d. Internal Control</p> <ul style="list-style-type: none"> x. Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee awards and programs. xi. Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits. xii. Oversee the maintenance of the inventory of 	<p>2. Necessary Qualification:</p> <p>Chartered Accountant. MBA (Finance) from a recognized and reputed institute will be preferred</p> <p>3. Experience:</p> <p>10 years of work experience in similar financial management in public/private sector enterprises/ government organizations of which at least 5 years should be in a leadership position in the specific areas of function defined</p>

all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with regulations

e. Audit

- xiii. Oversee the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors

f. Leadership

- xiv. Develop and nurture relationship with auditors, board of directors, and financial institutions
- xv. Actively participate and take leadership in Organization wide initiatives
- xvi. Reward both individual and team performance appropriately as per prescribed norms Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans

g. General

- xvii. Participate in developing new business, specifically: assist the Managing Director, CTO and CSP in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery
- xviii. Lead staff on the Audit/Finance Committee.
- xix. Monitor banking activities of the organization
- xx. Ensure adequate cash flow to meet the organization's needs
- xxi. Stays at the forefront of emerging financial issues and developments
- xxii. Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- xxiii. Trains the Finance Unit and other staff on raising awareness and knowledge of financial management matters

<p>B. <u>Title: Finance Manager- Level 2</u></p> <p>Purpose:To assure that BIRAC’s financial processes are in line with financial management policies and procedures, investments are made after detailed financial analysis and due diligence reviews.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Conduct financial due diligence review for all investments ii. Validate the prospective partners’ financials and forecasts iii. Define cost savings and revenue enhancements by focusing on the available synergies and quantifying what is achievable iv. Review the feasibility of the business plan and prospects v. Review the working capital requirements, employee entitlements provisions, valuation implications, risks and opportunities and taxation implications vi. Identify issues that arise during financial reviews (of business plans etc) and anticipate range of possible solutions vii. Maintain proper documentation of all the tasks 	<p>2. Necessary Qualification:</p> <p>M Com from a recognized and reputed institute, MBA Finance or CA will be preferred.</p> <p>3. Experience:</p> <p>3-6 years with at least 3 years of experience in financial management, analysis, reviews, due diligence of research projects</p>
<p>C. <u>Position: Accounts Manager- Level 2</u></p> <p>Purpose: To perform the highly specialized accounting work in line with general accounting principles</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Oversees the daily accounting activities required to maintain the general ledger ii. Supervises, directs, and reviews the work of the accounting staff (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.). iii. Review 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 	<p>2. Necessary Qualification:</p> <p>M Com from a recognised and reputed institute. MBA Finance or CA will be preferred.</p> <p>3. Experience:</p> <p>3-6 years with at least 3 years of work experience in finance & accounts department of private/public sector/ government organization</p>

<ul style="list-style-type: none"> vii. Coordinate monthly, quarterly, and annual closing activities viii. Produce quarterly and annual financial statements and financial reports for board meetings ix. Make and implement recommendations to improve accounting processes and procedures x. Collaborate with the retained audit firm to ensure a clean and timely year end audit xi. Authority for approving petty cash matters of the employees 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>D. <u>Position: Finance/Account Officer – Level 1</u></p> <p>Purpose: To assist in the financial analysis and accounting work</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Conduct general analysis of finance reports obtained from technical department ii. Prepare reports and makes important suggestions on investments for companies as well as individuals iii. Assist in the development of new and effective techniques for financial planning, thereby rendering better service for project management iv. Read financial statements of the organization and forecast future earnings of the organization v. Keep a tab on the latest trends and techniques in the field of financial analysis vi. Coordinate with higher management officials of their own as well as other departments, to report the progress and changes vii. Indulge in hard-core analysis, fact verification, study and research viii. Make use of spreadsheets and different statistical software to analyze the facts of the report ix. Delivers quality work on timely basis x. Adheres to internal and external compliance responsibilities in a timely manner 	<p>2. Necessary Qualification:</p> <p>B.Com/ from a recognized and reputed institute. M Com/ MBA (Finance) from a recognized and reputed institute will be preferred.</p> <p>3. Experience:</p> <p>2-4 years with at least 2 years of work experience in Accounts and Finance services/ funding organization.</p>

<h2>6. Administration and HR</h2>	
<p>A. <u>Position: Senior Manager Admin. and HR-Level 3</u></p> <p>Purpose: To coordinate the implementation of HR related services, policies, procedures and programs. To manage and perform the administrative services and general operations of BIRAC.</p>	
<p>Key Responsibilities:</p> <p>I. Administration</p> <ol style="list-style-type: none"> i. Provide administrative support to the organisation ii. Coordinate space allocation, facilities maintenance and operations along with other procurement iii. Monitor the work of back office personnel and supervise the performance of assistants, Secretaries and other support staff of the organization iv. Supervise management planning activities such as job analysis, organization studies, workflow, and simplification of systems and procedures for day to day function v. Administer housekeeping activities in the office and manages other logistics vi. Oversee the execution of IT functions by the outsourced agency vii. Responsible to records management, telecommunications management, security, recycling, wellness, and transportation services, etc. viii. Arranging all meeting, provide logistic and administrative support. <p>II. HR</p> <ol style="list-style-type: none"> i. Provide organize, direct and evaluate the operations of human resources department ii. Plan human resource requirements in conjunction with other departmental managers iii. Co-ordinate internal and external training and recruitment activities iv. Advise and assist other departmental managers on interpretation and administration of personnel policies and 	<p>2. Necessary Qualification:</p> <ul style="list-style-type: none"> • Post Graduate degree from reputed institute • MBA (HR) or an equivalent degree from a recognized and reputed institute would be preferred <p>3. Experience:</p> <ul style="list-style-type: none"> • 6-8 years of experience in HR and / or Admin in a services/ public sector/ government organization out of which at least 3 years should be in related area of working

<p>programs</p> <ul style="list-style-type: none"> v. Administer compensation, benefits and performance management systems, and safety and recreation programs. vi. Provides current and prospective employees with information about policies, job duties, working conditions, compensation, and opportunities for promotion and employee benefits vii. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes. viii. Analyze training needs to design and implement employee development, language training and health and safety programs. ix. Plan and conduct new employee orientation to foster a positive attitude toward organizational objectives x. Direct maintenance of records and compilation of statistical reports concerning employee data 	
<p>B. <u>Position: Admin. Manager /Officer- Level 2/1</u></p> <p>Purpose: To manage /assist the general administrative activities of the organization.</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Work with HR and Administration manage to provide administrative support to the department ii. Coordinate space allocation, facilities maintenance and operations along with procurement iii. Ensure data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, recycling, wellness, and transportation services, etc. iv. Manages the work of back office v. Keep an account of the documentation details vi. Maintain records, prepares reports, and composes correspondence related to work vii. Administer housekeeping activities in the office and manages other logistics 	<p>2. Necessary Qualification:</p> <p>Graduate degree from a recognised and reputed institute. MBA from a recognized and reputed institute will be preferred</p> <p>3. Experience:</p> <p>3-6 years with at least 2-3 years of work experience in Admin related activities in a services/ public sector/ government organization</p>
<p>C. <u>Position: IT Manager /Officer- Level 2/1</u></p> <p>Purpose: To provide technical support and manage the entire cycle of IT deliverables</p>	

<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Manage the activities of IT department in the development of new information technology systems and enhancement to existing automated systems ii. Use standard system methods in the development, enhancement, and maintenance of information technology systems iii. Provide solution and work to resolve of hardware/software related problems iv. Serve as liaison between the data centre and users concerning requests, usage, standards, and other developmental and production matters v. Participate in the development of documents for service requests. vi. Evaluate requests for information systems hardware, software, or services vii. Development, compilation, maintenance, and documentation of computer monitor systems, vendor-supplied packaged programs, macros, utilities, data communications programs, and other highly technical programs viii. Implementation and maintenance of computer software ix. Investigation and analysis of computer equipment and related software; supplies management with documentation of advantages and disadvantages. x. Disseminate detailed descriptions of new or modified hardware/software systems and instructions for their use xi. Interact with the IT agency on a regular basis on behalf of BIRAC xii. Assist with the creation and modification of application development, system configuration, system testing, installation, and implementation of system enhancements/upgrades and bug fixes xiii. Responsible for User Acceptance Testing and End User training 	<p>2. Necessary Qualification:</p> <p>B Tech (IT)/ from a recognized and reputed institute. MBA (Information Management)/ MCA from a recognized and reputed institute will be preferred</p> <p>3. Experience:</p> <p>2-3 years of work experience in related software programming.</p>
---	--

7. Company and Legal Affairs	
A. <u>Position: Company Secretary and Head Legal Affairs – Level 4/5</u>	
<p>1. Key Responsibilities:</p> <p>a. Company Affairs</p> <ul style="list-style-type: none"> i. Ensure compliance of all required statutory company guidelines and procedures ii. Ensure compliance with legal and governance mechanisms iii. Monitor the required changes in legislation and regulatory management iv. Liaison with the Board for facilitating board meetings v. Provides guidance for preparation of agenda / minutes of board meetings vi. Liase with ministry for MOU and related documents. vii. Supervises the maintenance and updating of statutory records and registers <p>b. Legal Affairs</p> <ul style="list-style-type: none"> viii. Directs all the activities of legal and contracts cell- facilitate standardization, formulation and execution of agreements and contracts for industry research funding and licensing, IP, technology transfer, employment ix. Arbitrates any claim, demand, dispute or any other question, by or against the company or in which the company is interested or concerned x. Responsible for all Parliament Questions, RTI and other related activities. xi. Approaches change with flexibility and creates environment that encourages improvement and innovation xii. Leads the team by consistently and regularly providing direction and training 	<p>2. Necessary Qualification:</p> <p>CS + LLB from a recognised and reputed institute. LLM from a recognised and reputed institute will be preferred.</p> <p>3. Experience:</p> <ul style="list-style-type: none"> ➤ 10 years with atleast 6 years of experience as a Company Secretary in a services / government/ public sector organization ➤ Familiar with government rules and regulations.

B. Position: Senior Legal Officer/ Legal Officer- Level 2/1

Purpose: Responsible for effective and efficient management of the Legal department, provision of legal advisory services and ensuring effective management of legal and contractual risks.

1. Key Responsibilities:

a. Legal

- i. Provide legal guidance for ongoing programmes
- ii. Provide legal protection and risk management advice to management especially on contract management
- iii. Manage the legal due diligence process and review the diligence reports
- iv. Identify risk exposure and advises the management on contractual obligations and risks
- v. Review and provide legal advice on tender documents.
- vi. To act or plead on behalf of BIRAC in a court of law as an advocate
- vii. Provide and interprets legal information, conducts training and disseminates appropriate legal requirements to staff

b. Policy development

- viii. Review and advise management on legal implications of internal policies and procedures.
- ix. Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.

c. Contract negotiation

- x. Review all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the executive management's attention.
- xi. Prepare, review and modify contractual instruments to assist and support various business activities.
- xii. Negotiate, review and drafts documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time

2. Necessary Qualification:

LLB from recognized and reputed institute. LLM from a recognized and reputed institute will be preferred.

3. Experience:

3-6 years with at least 2-3 years of experience in dealing with contracts for financing, technology transfer, technology licensing, mergers and acquisitions some including drafting hypothecation deeds, collaterals etc.

<p>xiii. Facilitate formulation and execution of agreements and contracts for industry research, funding and licensing.</p> <p>d. Regulatory compliance</p> <p>xiv. Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly</p> <p>xv. Monitor compliance with statutory obligations and advises management accordingly</p> <p>xvi. Prepare monthly and quarterly reports for the department for executive management meetings.</p> <p>e. Team Management</p> <p>xvii. Share, within and across teams, knowledge gained through internal and external sources</p> <p>xviii. Assess the requirements of the job and suggests staffing changes so as to have an efficient team</p> <p>xix. Prepares guidelines for documentation</p>	
<p>C. <u>Position: Corporate Affairs Manager – Level 2</u></p> <p>Purpose: To manage the Corporate Affairs and promote BIRAC’s functions and services through relevant communication strategies.</p>	
<p>1. Key Responsibilities:</p> <p>a. Company Affairs</p> <p>i. Responsible for Company Affairs working with Company Secretary for preparing documentation for Board meetings and all other statutory requirement.</p> <p>ii. Assists in organizing board meetings, preparing agenda for board meetings</p> <p>iii. Prepare replies to the questions from the ministry, Parliament, RTI etc.</p> <p>iv. Establishes a long term vision and develops and/or drives strategic plans that address trends, issues, and the needs of all stakeholders related to government affairs, community relations.</p> <p>b. Corporate Communication</p> <p>i. Scans the media for potential issues relevant to the biotech sector</p> <p>ii. Handles incoming press enquires and coordinate responses with appropriate team members</p>	<p>2. Necessary Qualification:</p> <p>MBA from a recognized and reputed institute. Masters in Mass Communication/ PR from a recognized and reputed institute will be preferred.</p> <p>3. Experience:</p> <p>3-6 years with at least 3 years of work experience as Company Affairs and/ or communication manager of a public / private enterprise.</p>

<ul style="list-style-type: none"> iii. Reports on items of interest in the media iv. Prepares statements in conjunction with the Heads of Department v. Responsible for corporate branding <p>c. Internal and external communications</p> <ul style="list-style-type: none"> i. Implements and evaluates communications strategies. Administers all internal and external communications- employee newsletters, annual business reports and press releases <p>d. Team Management</p> <ul style="list-style-type: none"> i. Understands personal and team role and responsibilities ii. Based on formal and informal feedback received, takes action to address areas for growth and improvement of the team members <p>iv. Encourages team dialogue; keeps team and leadership informed on progress and issues.</p>	
<p>D. <u>Position: Corporate Affairs Officer–Level-1</u></p> <p>Purpose: To assist in promoting the functions of BIRAC while conforming to the governance norms</p>	
<p>1. Key Responsibilities:</p> <ul style="list-style-type: none"> i. Assists in the preparation of internal and external communication material ii. Follows common documentation standards iii. Maintains a positive image of the company when interacting with the public iv. Assists in the preparation of documents and press releases regarding the company's financial performance v. Updates statutory records and registers vi. Supports in the formulation of Board agenda vii. Records the minutes of Board meetings with support from senior management viii. Scans the media on a regular basis for identifying the issues relevant to biotech sector ix. Understands team objectives and cooperates and collaborates with others to achieve them x. Delivers quality work on timely basis 	<p>2. Necessary Qualification:</p> <p>Bachelors in Mass Communication/ PR from a reputed and recognized institute</p> <p>3. Experience:</p> <p>2-4 years with at least 2 years of work experience in services/ funding organization in related area of work.</p>

