

Advt No.7/2019 : Associate Director, IndiaBioscience

IndiaBioscience is a program based out of the National Centre for Biological Sciences (NCBS), Bangalore that aims to catalyse the growth of biology within India, and to this end we work with academics, government, industry and the not-for-profit sector. The major funding of the program is from the Department of Biotechnology (DBT), Government of India. As part of the DBT funded program, we are looking to appoint an **Associate Director, IndiaBioscience** on contractual terms. The appointment will be initially for a period of One (1) year that may be extended up to the duration of the program depending on the performance of the candidate.

We are a small yet diverse and efficient team that works to create informed impact. Creativity and independence are highly valued attributes of all team members. As part of our team, the appointed person will have the opportunity to collaborate with talented and dedicated colleagues, as well as with scientists across India and abroad, while developing and expanding your career.

ROLE SUMMARY

Operating under the broad guidance of the Executive Director and the Advisory Board, the Associate Director will be responsible for supporting the development and execution of activities and projects in collaboration with all team members. This position will spend approximately 60-65% of time managing activities of IndiaBioscience, administering funds and raising funds through proposals, and approximately 35-40% of time specifically managing education and science communication activities. IndiaBioscience operates largely through a web presence and a key part of this job profile includes promoting and increasing the growth of the overall network across India and abroad, both through the website and other means. The role would also require understanding the challenges faced by academia and plan discussions around the same to come up with key recommendations for policy makers.

Detailed Profile

- Independently manage projects, irrespective of phase, and processes and procedures.
- Write and defend proposals to raise funding for IndiaBioscience activities.
- Work with colleagues both within IndiaBioscience and outside to develop project milestones and deliverables.
- Create, maintain and actively engage with networks of scientists, educators and researchers as pertinent to specific projects or for the overall activities of IndiaBioscience.
- Responsible for planning and execution of all the main meetings of IndiaBioscience like YIM and regional meetings.
- Further develop the community of organisations listed with IndiaBioscience across India, and encourage engagement by these parties on our website.
- Prepare parts of the reports that summarise key progress and issues on education and communication programs.
- Actively participate in all IndiaBioscience activities, and be involved in improvement initiatives.
- Work with accounts and purchase departments to ensure compliance according to the conditions laid down by the corresponding granting agencies.
- Work closely with the team and external partner agencies in conceiving, organising, fundraising and executing meetings and workshops as required to promote the mandate of IndiaBioscience across themes and disciplines.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Required: PhD degree in science, education or communication-related discipline plus at least 3 years post PhD experience. Good understanding of science and research ecosystem of India.

Valuable experience

- An experience in fund raising, grants management, outreach, communication or education role during or post PhD is desirable.
- Experience with conceptualizing, launching or promoting initiatives, campaigns or activities using websites and other means of promotion.
- Experience with social media communication platforms and cloud based sharing systems.

- Ability to establish growing networks and communities with respect to programs and promotion of activities.
- Ability as an effective communicator, with demonstrated accomplishment and skill in oral and written non-technical communication.
- Ability to work with virtual teams.
- Demonstrated ability to work effectively and accomplish goals in team settings.
- Demonstrated leadership.

Personal characteristics: adaptability, ability to build relationships, effective communication skills, creativity/innovation, ability to foster teamwork.

Compensation

Highly competitive remuneration to be fixed based on qualification and experience; as stated in the DBT grant to IndiaBioscience.

The Last date for receipt of ONLINE applications: 19th May, 2019. (Those who had applied against the advt. no. 40/2018 need not apply again)

TO APPLY

Please attach a cover letter and resume along with application form. Make sure you include a strong statement of your interests, how they align with ours and why you will fit this position. At this point we require no recommendation letters.

HOW TO APPLY:

Step 1: Interested candidates should click on **Apply** button available on the open position tab.

Step 2: Enter your full name and valid email address

Step 3: You will receive an email with link which proceed for next step

Step 4: Once you fill in the application you can SAVE or PREVIEW the application. Please Note: Any corrections should be made before you **SUBMIT** the application.

Step 5: Take a Print out of the application form by clicking "PRINT" in "MY APPLICATION" and send the same **duly Signed** to the Head, Establishment, NCBS-TIFR, GKVK PO, Bellary Road, Bangalore- 560065, along with self attested copies of certificates regarding date of birth, educational qualifications, experience etc. latest by 19th May, 2019. Please do not forget to include the cover letter, resume along with strong statement of your interests.

Sd/-

Head, Establishment
