



सत्यमेव जयते

Department of Biotechnology

## **Industry-Academia Collaborative Mission for Accelerating Early Development for Biopharmaceuticals**

**Innovate in India (i3) Empowering biotech entrepreneurs & accelerating inclusive innovation**



Co-funded by World Bank



Implemented by Project Management Unit,  
Biotechnology Industry Research Assistance Council  
(A Government of India Enterprise)

### **Vacancies under DBT-BIRAC, National Biopharma Mission – Program Management Unit at BIRAC, New Delhi, India**

**Application are invited from qualified and experienced candidates for the positions of Manager / Senior Officer - Finance, Procurement & Administration (Position Code FPA-01) and Senior Program officers: Training (PO-01), clinical trials (PO-02), and Devices and Diagnostics (PO-03)**

#### **1. About the Mission:**

*The National Biopharma Mission is an Industry-Academia Collaborative Mission of Department of Biotechnology (DBT), Ministry of Science & Technology, Govt. of India for Accelerating Early Development for Biopharmaceuticals; to be implemented by Biotechnology Research Assistance Council (BIRAC)-a Public Sector Undertaking of DBT*

Approved by the Government for implementation at a total cost US\$ 250 million the Mission is co-funded 50% with World Bank loan assistance.

The Mission Programme is a Pan-India Programme with the main aim of making India a hub for design and development of novel, affordable and effective biopharmaceutical products and solutions. This Program would aid in enhancing India's innovation research and product development capabilities, especially by focusing on development of vaccines, biologics and medical devices for combating public health concerns. The Program would aid academic researchers (through enhancing their translation capability); empower bio-entrepreneurs and SMEs (by decreased cost and risk during early stages of product development) and the industry (by elevating their innovation quotient). Anticipated long term impact would benefit the Indian population at large benefit due to availability of affordable solutions and products relevant to Indian health needs.

*More details about the Mission Programme can be seen at website <http://birac.nic.in/nationalbiopharmamission.php> (Mission Document)*

## **2. About the Implementation Agency:**

Biotechnology Industry Research Assistance Council (BIRAC) a Public Sector Undertaking of the Department of Biotechnology, Ministry of Science & Technology, and Government of India has been entrusted the responsibility of implementing this Program. It will house the Program Management Unit (PMU) that would work as an operational and functional arm to oversee and monitor program implementation.

## **3. Job Descriptions**

### **3.1 Manager / Senior Officer - Finance, Procurement & Administration (Position Code FPA-01, Vacancy-01)**

- To coordinate and implement all matters relating to Accounts, Finance and Procurement and Administration.

#### **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 all accounting and financial issues concerning PMU.
- ❖ 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.
- ❖ Make and implement recommendations to improve accounting process and procedures.
- ❖ Coordinate closely with Finance & Account branch BIRAC to ensure observance of accurate accounting processes and procedures.
- ❖ Understand personal and team role and responsibilities.
- ❖ Initiate all procurement matters and complete all formalities including payment of bills in close coordination with HR & Admin Branch.
- ❖ Maintain records relating to procurement.
- ❖ Maintain inventory of items procured for PMU.
- ❖ Coordinate all administrative and logistic matters.

#### **Qualifications and Experience –**

- M.Com / MBA (Finance) from a recognized and reputed institute. 4 to 6 Years' experience in financial management, accounts / administration on finance / account and procurement in a private / public sector/ Govt. Organization.

**Age Limit:** 38 Years

**Salary:** Consolidated remuneration between Rs. 75,000/- to 90,000/- per month.

### **3.2 Senior Program officer: Training (PO-01, Vacancy-01)**

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

The Program officer (PO) will serve in the Program Management Unit for i3 program at BIRAC. Reporting to Program Manager, PMU the PO will get opportunity to contribute to strategic thinking, planning and arranging the training programs; communicate progress and setbacks against strategic goals; and importantly create and manage grants/contracts as part of a team for various projects supported under the Mission.

#### **Responsibilities of the position include but are not limited to:**

- Planning and coordinating the training programs with all stakeholders
- Responsibilities for Implementation of the Mission Program which includes writing of RFAs for soliciting proposals, working with national and international experts for scientific evaluation and assessment of proposal.
- Working with Legal and Finance to get all necessary Contracts and Agreements ready for the I3 Program.
- Coordination and administration of all aspects of new and ongoing projects including planning and implementation.
- Responsible for all Program Investment and Financial Planning.
- Ensure timely execution of all activities.
- Proper monitoring both technical and financial of the projects working closely with the Scientific and Technical Advisory groups for project review, new area prioritization and preparing a strategy for implementation.
- Responsible for organizing all Meetings, Interaction and Advisory Group Discussion including international conferences and workshops.
- In addition to scientific expertise, the Program Manager must also bring in passion, humility, and critical thinking for the unique problems and the questions relevant to BIRAC's mission.
- Prepare and implement an effective communication and outreach strategy.
- To work and communicate with grantees and key stakeholders including members of Technical Advisory Groups, BIRAC, DBT and World Bank.

#### **Qualifications and Experience**

##### **Essential**

- M.Sc/B.Tech in Life Science /Biological Sciences with minimum 4 years of experience in teaching in an academic institute or working in the industry or combined experience of both.

##### **Desirable**

- Experience in teaching biotechnology / biochemistry in an academic institute OR have experience in Research & Development / Manufacturing Quality Control at Pharma / Biopharma Industry

- Experience in the execution, conduct and/or management of performance based grants, contracts or cooperative agreements.
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Demonstrated strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as 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 domestic and international

**Age Limit:** 35 Years

**Salary:** Consolidated remuneration Rs. 75,000/- per month

### **3.3 Senior Program officer: Clinical trials (PO-02, Vacancy-01)**

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

The Program officer (PO) will serve in the Program Management Unit for i3 program at BIRAC. Reporting to Program Manager, PMU the PO will get opportunity to contribute to strategic thinking for establishing clinical trials and responsibility for overseeing the clinical trials network and clinical trials being funded under NBM; communicate progress and setbacks against strategic goals; and importantly create and manage grants/contracts as part of a team for various projects supported under the Mission.

#### **Responsibilities of the position include but are not limited to:**

- Coordinating with stakeholders involved in clinical trial conduct and management
- Responsibilities for Implementation of the Mission Program which includes writing of RFAs for soliciting proposals, working with national and international experts for scientific evaluation and assessment of proposal.
- Working with Legal and Finance to get all necessary Contracts and Agreements ready for the I3 Program.
- Coordination and administration of all aspects of new and ongoing projects including planning and implementation.
- Responsible for all Program Investment and Financial Planning.
- Ensure timely execution of all activities.
- Proper monitoring both technical and financial of the projects working closely with the Scientific and Technical Advisory groups for project review, new area prioritization and preparing a strategy for implementation.
- Responsible for organizing all Meetings, Interaction and Advisory Group Discussion including international conferences and workshops.
- In addition to scientific expertise, the Program Manager must also bring in passion, humility, and critical thinking for the unique problems and the questions relevant to BIRAC's mission.
- Prepare and implement an effective communication and outreach strategy.
- To work and communicate with grantees and key stakeholders including members of Technical Advisory Groups, BIRAC, DBT and World Bank.

#### **Qualifications and Experience**

##### **Essential**

- M.Sc in Life Sciences / Biological Sciences with minimum 4 years of experience in managing Clinical trials

## **Desirable**

- Experience in Monitoring of clinical trials (Phase I to Phase III clinical trials)
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Demonstrated strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as 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 domestic and international.

**Age Limit:** 35 Years

**Salary:** Consolidated remuneration Rs. 75,000/- per month

### **3.4 Senior Program officer: Devices and Diagnostics (PO-03, vacancy -01)**

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

The Program officer (PO) will serve in the Program Management Unit for i3 program at BIRAC. Reporting to Program Manager, PMU the PO will get an opportunity to contribute by supporting the vertical of devices & diagnostics under National Biopharma Mission, communicate progress and setbacks against strategic goals; and importantly create and manage grants/contracts as part of a team for various projects supported under the Mission.

#### **Responsibilities of the position include but are not limited to:**

- Coordinating with grantees supported for development of Devices & Diagnostics and establishing MedTech testing facilities under National Biopharma Mission.
- Responsibilities for Implementation of the Mission Program which includes writing of RFAs for soliciting proposals, working with national and international experts for scientific evaluation and assessment of proposal.
- Working with Legal and Finance to get all necessary Contracts and Agreements ready for the I3 Program.
- Coordination and administration of all aspects of new and ongoing projects including planning and implementation.
- Responsible for all Program Investment and Financial Planning.
- Ensure timely execution of all activities.
- Proper monitoring both technical and financial of the projects working closely with the Scientific and Technical Advisory groups for project review, new area prioritization and preparing a strategy for implementation.
- Responsible for organizing all Meetings, Interaction and Advisory Group Discussion including international conferences and workshops.
- In addition to scientific expertise, the Program Manager must also bring in passion, humility, and critical thinking for the unique problems and the questions relevant to BIRAC's mission.
- Prepare and implement an effective communication and outreach strategy.
- To work and communicate with grantees and key stakeholders including members of Technical Advisory Groups, BIRAC, DBT and World Bank.

#### **Qualifications and Experience**

##### **Essential**

- B.Tech with minimum 4 years of experience in Device and diagnostics industry

## **Desirable**

- B.Tech in Biomedical engineering or Mechanical engineering or Material Science or electronics & electrical engineering.
- Demonstrated experience in working in Research & Development team of Device industry
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Demonstrated strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as 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 domestic and international.

**Age Limit** – 35 years as on the date of closing of applications.

**Salary:** Consolidated remuneration Rs 75,000/- per month

The above positions are on a 3 years contract period extendable till the length of the Program duration based on performance. The candidate selected shall be kept on probation for a period of three months.

Interested candidate may apply at the [vacancy.birac@nic.in](mailto:vacancy.birac@nic.in) in the prescribed format at **Document I**. Applications received by post and not on the prescribed format shall not be considered.

Last Date of Application is 30<sup>th</sup> April 2019