

Position: Program officer- Training		Position Code: PO -02
No. of Position: 01[One]		
Scale of Pay: The consolidated fee shall be fixed between Rs.60,000 to Rs.210,000/- per month depending on the experience and qualifications.		
Job Description: The Program officer (PO) will serve in the Program Management Unit for National Biopharma Mission (NBM) 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.		
Key Responsibilities:	Essential Qualifications:	
<ul style="list-style-type: none"> • 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 training programs for new and ongoing programs including planning, coordination and implementation. • Responsible for all Program Investment and Financial Planning. • Ensure timely execution of all activities. • Proper monitoring both technical and financials of the programs working closely with the BIRAC Scientific and Technical teams and Advisory groups for new area/ training prioritization, identifying trainers and preparing a strategy for implementation. • Responsible for organizing all Meetings, Interactions and Advisory Group Discussion including international conferences and workshops. • In addition to scientific expertise, the Program Officer 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. 	<p>B.Tech / M.Sc in Life Sciences / Biotechnology / Pharma / Agri / Plant Sciences from a recognized institute.</p> <p>Desirable Qualifications:</p> <p>Ph.D in Life Sciences/Biotechnology/Pharma /Agri/Plant Sciences/M.Tech from a recognized institute.</p> <p>Experience: Minimum 2 years</p> <p>Age Limit: 30 Years</p>	