

<p><b>Position: Program Manager (Strategy &amp; Policy)</b> <span style="float: right;"><b>Position Code: PM-08</b></span></p> <p><b>No of Position:</b> 01 [One]</p> <p><b>Consolidated Remuneration:</b> The consolidated fee shall be fixed between Rs.90,000/- toRs.2,70,000/- per month depending on the experience and qualifications.</p> <p><b>Summary &amp; Responsibilities:</b> The Manager will serve in the Program Management Unit chartered under the DBT, BIRAC and the Bill &amp; Melinda Gates Foundation partnership in Grand Challenges India. The Manager will be responsible for providing comprehensive program, strategy, and policy management support to senior leaders within the organization. The Manager will work closely with senior leaders to ensure the effective implementation and execution of various programs and initiatives.</p> <p>Attached to the office of Senior Management (Chairperson and Managing Director, BIRAC) and reporting to Mission Director - GCI, the Manager will have the opportunity to interact and work with thought leaders and leading scientists both in India and internationally; contribute strategic thinking and forward-looking analysis in relevant areas; communicate progress and setbacks against strategic goals; and importantly create and manage programs.</p>	
<p><b>Responsibilities of the position include:</b></p> <ul style="list-style-type: none"> <li>• Provide program management support to senior leaders within the organization.</li> <li>• Conduct policy analysis to assess the impact, feasibility, and effectiveness of proposed policies.</li> <li>• Develop and maintain project documentation, including project plans, status reports, and project tracking tools.</li> <li>• Conduct regular meetings with senior leaders to provide project updates, review progress, and address any issues or concerns.</li> <li>• Collaborate with other stakeholders to ensure program objectives are aligned with organizational goals and priorities.</li> <li>• Work closely with stakeholders to ensure effective communication and collaboration throughout the program lifecycle.</li> <li>• Develop and maintain relationships with key stakeholders, including program participants, partners, and vendors.</li> <li>• Assist in the communication and dissemination of policies to relevant stakeholders and ensure compliance.</li> </ul>	<p><b>Qualifications &amp; Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• PhD in Life Sciences/ Microbiology/ Biotechnology/ Biochemistry, with broad and deep knowledge related to strategy development and policy making, and managing complex programs with multiple stakeholders.</li> <li>• Experience - 6 years (Minimum 2 Years' experience in strategic analysis or application of new strategies for business expansion or business development and alliance integration), including PhD.</li> </ul> <p><b>Desirable Qualification and Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in preparing landscape reports and strategic planning, policy development, and program management.</li> <li>• Experience in the research and analysis to identify emerging trends, best practices, and policy implications relevant to the organization.</li> <li>• Experience in the formulation and implementation of strategic initiatives, including action plans, timelines, and performance indicators.</li> <li>• Strong analytical, writing, editing, and verbal skills for communicating with diverse range of partners.</li> </ul>

<ul style="list-style-type: none"><li>• In addition to technical and operational expertise, the Manager must also bring passion, humility, and critical thinking for the unique problems and the questions relevant to GCI's mission.</li><li>• Represent DBT, BIRAC, and the Grand Challenges India, with the team, to the external world as deputed by Senior Leadership;</li><li>• Undertake special projects, as requested.</li></ul>	<ul style="list-style-type: none"><li>• Ability to credibly convene and manage diverse partners, filter information, frame issues, and facilitate high-quality decision-making around multiple priorities in a dynamic environment.</li><li>• Committed to delivering results against the mission and holds self to the highest ethical standards.</li><li>• Demonstrated critical thinking and business judgment; able to work with efficiency &amp; diplomacy, and able to handle sensitive and confidential information appropriately.</li><li>• Strong planning and analytical skills. Excellent interpersonal and negotiation skills.</li><li>• Demonstrated capacity and initiative to solve problems with energy and positive attitude.</li><li>• Ability to organize/prioritize work and meet deadlines within a fast-paced environment with multiple and competing demands.</li><li>• Proactive and flexible nature with reliable follow-through and attention to detail.</li><li>• Ability to work both in a cooperative and collegial fashion as well as independently.</li><li>• Ability and willingness to travel domestically and internationally.</li></ul> <p><b>Age Limit</b> – Not more than 38 years as on the date of closing of applications.</p> <p><b>Preference</b> - Will be given to candidates who have previous work experience in similar positions in Govt. and academic settings.</p>
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