

Position: Associate Consultant - Incubation Position Code: CON-63	
No. of Position: 02 [Two]	
Duration: The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.	
Consolidated Fee: The Consolidated fee for Associate Consultant shall be Rs.75,000/- per month.	
Job Description: BIRAC through programs such as BioNEST , E-YUVA , and SPARSH , supports incubation, innovation capacity building, and technology commercialization across India. The Incubation Team at BIRAC plays a central role in supporting, and scaling India's biotechnology incubation ecosystem. The team oversees national programs for setting up of incubation centres for fostering entrepreneurship among researchers, students, and startups. The selected candidate will be responsible for managing the programmes, liaising with incubator partners, monitoring project performance, enabling cross-sectoral collaborations, and supporting policy formulation for incubation and entrepreneurship development.	
Reporting System: The Consultant shall report to Incharge Incubation.	
Key Responsibilities: Program Management - Manage incubation-focused programs. - Coordinate end-to-end program cycles – from proposal solicitation and evaluation to fund disbursement, monitoring, and impact assessment. - Review progress reports, monitor fund utilization, and ensure compliance with BIRAC's operational and financial guidelines. - Maintain a database of incubators, startups, and entrepreneurs supported under incubation programs. Monitoring, Evaluation & Reporting - Develop and track key performance indicators (KPIs) for incubators and supported startups. - Prepare program updates, impact reports, and presentations for internal review and external stakeholders. - Coordinate site visits and review meetings with incubators for performance evaluation. Policy & Strategy Support - Analyze global trends and benchmark BIRAC's incubation strategy against leading innovation ecosystems. - Assist Incubation Incharge in organizing stakeholder events.	Essential Qualification: M.Sc. / M. Tech in Biotechnology/Life Sciences or any other related area. Experience: Post qualification, between 3 years to 10 years with minimum 2 years in entrepreneurship development/incubation/innovation related areas. Key Competencies: - Excellent written and oral communication skills. - Excellent interpersonal and networking skills, with the ability to build and maintain relationships with internal and external stakeholders. - Creative thinker with a passion for science, innovation, startup and incubation ecosystem. - Ability to work effectively in a fast-paced, collaborative environment and manage multiple projects simultaneously with minimal guidance. Age Limit: Upto 45 years as on closing date of vacancy.

▪ Contribute to team's objectives and targets through seamless collaboration. Adhere to internal and external compliance responsibilities in a timely manner. ▪ Understand team objectives and cooperate and collaborate with others to achieve them. ▪ Domestic Travel will be involved	
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**The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.