Vacancy Ref. No. BIRAC/PMU/VAC/165/Jan-2026

Position: Technical Assistant **Position Code**: TA-02

No. of Position: 02 [Two]

Consolidated Remuneration: The consolidated Remuneration for Technical Assistant shall be between Rs. 38,500/- to Rs. 1,05,000/- Lump Sum per month depending on the experience and qualifications.

Job Description: To provide comprehensive technical, scientific, and programmatic support for the Grand Challenges India initiative. The role focuses on supporting the grant lifecycle, ensuring scientific rigor in processes, and acting as a key resource for applicants and reviewers, leveraging a strong background in life sciences.

The appointment shall be under 'Contract for Service' initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till June'2027. Renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.

Key Responsibilities:

- Provide first-line technical and user support for the Grand Challenges India online portal, grant management system, and associated scientific collaboration platforms.
- Assist the PMU in the initial administrative and technical screening of grant applications to ensure they meet all stated criteria.
- Coordinate the peer review process, including managing reviewer assignments, deadlines, and communication, while ensuring confidentiality.
- Compile and organize scientific data, review reports, and preparation of documentation for project monitoring and steering committee meetings.
- Maintain accurate and confidential records of all grant-related scientific and programmatic data.
- Assist in the preparation of technical presentations, progress reports, and scientific summaries for internal and external stakeholders.
- Liaise with grantees for specific administrative and reporting requirements post-award.
- Any other program-related technical or scientific duties as assigned by the PMU Head.

Essential Qualifications:

Master's degree in Life Sciences (e.g., Biotechnology, Biochemistry, Microbiology, Genetics, Public Health) or a related field.

Experience: Post-qualification, at least two years of experience in a research environment, grant administration, or program support role within a scientific organization, university, or non-profit foundation.

Technical & Domain Skills:

- In-depth understanding of the life sciences research landscape, scientific methodology, and terminology.
- Strong analytical and administrative skills to manage complex information and deadlines.
- Prior experience with scientific grant writing, peer review processes, or research program management.
- Proficiency in using grant management systems or scientific portals.

Age Limit: - Maximum 35 years as on the date of closing of the application.

** The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.*