

## **BIRAC POSITIONS**

<b>Position: Head/ Team Lead - Investment Group - Level: 4/5</b>	
<b>Purpose:</b> Responsible for the investment programmes. Lead the implementation of the schemes for project appraisal, review, sanction, monitoring and management.	
<b>1. Key Responsibilities:</b> <p><b>a. Project Appraisal</b></p> <ul style="list-style-type: none"> <li>i. Drive project appraisal exercise (both technical and financial due diligence) for different projects under each scheme</li> <li>ii. Define parameters for appraisal of projects under various schemes</li> </ul> <p><b>b. Investment Management</b></p> <ul style="list-style-type: none"> <li>iii. Develop plans for structuring of various investment schemes in areas such as target setting, modes of funding or fund disbursement etc</li> <li>iv. Develop financial management guidelines, set budgets and assure expenditure monitoring of projects</li> <li>v. Define performance indicators for each investment for effective monitoring</li> <li>vi. Apply project management and quality assurance principles to all phases of the project.</li> </ul> <p><b>c. Team Management</b></p> <ul style="list-style-type: none"> <li>vii. Develop and nurture high performing teams</li> <li>viii. Engage in continual learning to refine and develop further new programmes.</li> </ul> <p><b>d. Project Management</b></p> <ul style="list-style-type: none"> <li>ix. Ensure high quality service, and solicit and act on feedback.</li> </ul>	<b>2. Necessary Qualification:</b> <ul style="list-style-type: none"> <li>– PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute</li> </ul> <p><b>3. Experience:</b></p> <ul style="list-style-type: none"> <li>– 10 years of experience in public/private sector enterprises with at least 5 years of experience in managing investment projects and leading multi-disciplinary teams in project appraisal, monitoring and management.</li> </ul>
<b>Position: Project Officer Investment - Level 1</b>	
<b>Purpose:</b> Evaluation and management of projects as per the guidelines.	
<b>1. Key Responsibilities:</b> <p><b>a. Project Management</b></p> <ul style="list-style-type: none"> <li>i. Work with Project Managers for managing different projects under various schemes, finalizing work plans and milestones with timelines</li> <li>ii. Maintain, update and monitor project plan under the supervision of Manager</li> <li>iii. Prepare and document project status</li> </ul>	<b>2. Necessary Qualification:</b> <p>B.Tech in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute. M.Sc/ M Tech in all the stated fields will be preferred.</p> <p><b>3. Experience:</b></p> <p>2-4 years with atleast 2 years of work</p>

<ul style="list-style-type: none"> <li>reports</li> <li>iv. Follow the established standards for project reporting and documentation</li> <li>v. Deliver quality work on timely basis</li> <li>vi. Understand sensitivity of projects and maintain confidentiality</li> <li>vii. Timely disbursements</li> </ul> <p><b>b. Team Management</b></p> <ul style="list-style-type: none"> <li>viii. Understand team objectives and cooperate and collaborate with others to achieve them</li> <li>ix. Adhere to internal and external compliance responsibilities in a timely manner</li> <li>x. Demonstrate an awareness of business strategy and service offerings</li> </ul>	<p>experience in related area of work – Project management, Grants management.</p>
<p><b>Position: Head / Team Lead - Strategic Partnership and Entrepreneur Development - Level 4/5</b></p> <p><b>Purpose:</b> Responsible for strategic and collaborative partnerships, frame and implement strategies for business development and resource mobilization and entrepreneurship development in the biotech sector</p>	
<p><b>1. Key Responsibilities:</b></p> <p><b>a. Partnership Development</b></p> <ul style="list-style-type: none"> <li>i. Frame and implement strategies for entering into partnerships with organizations and institutions, nationally and internationally.</li> <li>ii. Lead assessment of potential partner prior to entering into partnership</li> <li>iii. Carry out financial and institutional evaluation of prospective partner organizations</li> <li>iv. Identify scope for enhancing relationships with existing partners</li> </ul> <p><b>b. Business Development and Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>v. Identify prospects for new business opportunities</li> <li>vi. Implement strategies for resource mobilization</li> <li>vii. Reach out to potential donor organizations that are interested in parenting for funding innovative projects in biotech sector</li> </ul>	<p><b>2. Necessary Qualification:</b></p> <ul style="list-style-type: none"> <li>– PhD in Life Sciences/Biotechnology/Pharma from a reputed institute</li> </ul> <p><b>3. Experience:</b></p> <ul style="list-style-type: none"> <li>– At least 10 years of business development/ alliance integration/ cooperative strategy entrepreneur development experience in a services organization of which at least 5 years should be at senior management level</li> </ul>

<p><b>c. Entrepreneurship Development</b></p> <ul style="list-style-type: none"> <li>viii. Frame and implement strategies and programmes for entrepreneurship development</li> <li>ix. Organize workshops, trainings, seminars etc for capacity building and mentorship.</li> </ul> <p><b>d. Team Leadership</b></p> <ul style="list-style-type: none"> <li>x. Leads and motivates staff, and builds and manages effective teams</li> <li>xi. Systematically works to form trusted relationships based on mutual respect</li> <li>xii. Mentors and inspires the team for optimum performance</li> <li>xiii. Approaches change with flexibility</li> <li>xiv. Creates environment that encourages improvement and innovation resistance</li> </ul>	
<p><b>Position: Entrepreneurship Development Manager/ Officer- Level 2 /1</b></p> <p><b>Purpose:</b> To promote innovation and entrepreneur development to strengthen biotech sector in India.</p>	
<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>i. Implement entrepreneurship development programs</li> <li>ii. Identify potential entrepreneurs in the biotech sector and assure that need assessments are carried out</li> <li>iii. Based on need assessment, identify suitable resources to develop methods (through funding, training, education, facilities) for supporting entrepreneurship in the sector</li> <li>iv. Identify entrepreneurs/ experts to conduct training / workshops</li> <li>v. Organize workshops, trainings to enhance the capabilities of scientists/ entrepreneurs</li> <li>vi. Evaluate entrepreneurship development program outcomes and makes suitable changes in the next phase of training</li> <li>vii. Provide advisory services in managerial economics and financial planning</li> <li>viii. Maintains linkages with academia and industry to provide access to required infrastructure, incubation space, equipment and pilot plant</li> <li>ix. Encourage team dialogue and keep team and leadership informed on progress and issues</li> <li>x. Understand personal and team role and responsibilities</li> </ul>	<p><b>2. Necessary Qualification:</b></p> <ul style="list-style-type: none"> <li>– BSc/ B Tech in Life Sciences/Biotechnology/ Pharma from a reputed institute. M.Sc / M.Tech / MBA from a recognized and reputed institute will be preferred.</li> </ul> <p><b>3. Experience:</b></p> <ul style="list-style-type: none"> <li>– 3-6 years with at least 2-3 years in entrepreneurship development and public private partnerships activities in a public or private organization</li> </ul>

xi. Prepare concise, well-written documents using appropriate business and technical language.	
<p><b>Position: Head / Team Lead - Specialized Services - Level 4</b></p> <p><b>Purpose:</b> To develop strategy and guidelines for providing specialized services for empowering and enabling the biotech innovation ecosystem such as IP management, technology transfer, technology acquisition and to ensure their execution assuring highest quality.</p>	
<p><b>1. Key Responsibilities:</b></p> <p><b>a. Systems Development</b></p> <ul style="list-style-type: none"> <li>i. Develop strategy to determine the nature, scope and modalities for specialized service offerings</li> <li>ii. Develop a framework for providing specific specialized services that would outline BIRAC's role including advisory, facilitating, partnering or acquisition</li> <li>iii. Develops SOPs to monitor various service offerings</li> </ul> <p><b>b. Advisory</b></p> <ul style="list-style-type: none"> <li>iv. Assure mapping of technology and intellectual property rights and patents</li> <li>v. Provide regulatory guidance to different programme teams</li> <li>vi. Provide strategic solutions to problems after careful consideration of multiple alternatives</li> <li>vii. Provide advisory services for licensing, acquisition and technology transfer</li> </ul> <p><b>c. Facilitating</b></p> <ul style="list-style-type: none"> <li>viii. Provides handholding and mentoring support for specialized services</li> <li>ix. Conduct negotiations with partners or alliance agencies as needed to resolve key regulatory issues</li> <li>x. Lead the scoping and evaluation of major strategic innovation initiatives across BIRAC priority areas</li> </ul> <p><b>d. Partnering</b></p> <ul style="list-style-type: none"> <li>xi. Devise plans for enabling acquisition/transfer or licence of innovative technology</li> <li>xii. Seek partnerships with service providers</li> </ul> <p><b>e. Team Management</b></p>	<p><b>2. Necessary Qualification:</b></p> <p>MSc/ M Tech in Applied Life Sciences/ Biotechnology/ Medical Microbiology/ Biochemistry/ Plant Biotechnology/ Microbiology/ Agriculture / Plant Sciences/ Animal Sciences /MBBS / Veterinary physician</p> <p><b>3. Preferable:</b></p> <ul style="list-style-type: none"> <li>• PhD in Life Sciences/ Pharma/ Bio Technology from a recognized and reputed institute</li> <li>• Diploma/ degree holder in Intellectual Property and / or Technology Transfer &amp; Licensing from a reputed law college or institute</li> <li>• LLB from a recognised and reputed institute</li> </ul> <p><b>4. Experience:</b></p> <p>8-10 years of work experience in public/private sector biotech/pharma/ research enterprises out of which at least 5 years should be in leadership position in the field of Intellectual Property Rights / patenting / technology licensing and acquisition/ copyrighting</p>

<ul style="list-style-type: none"> <li>xiii. Approach change with flexibility; creates environment that encourages improvement and innovation; helps others to handle change and address resistance</li> <li>xiv. Form and lead high performing teams by bringing right resources together</li> </ul>	
<p><b>Position: Manager (Intellectual Property and Technology Management) - Level 2</b></p> <p><b>Purpose:</b></p> <p>(a) To provide a comprehensive understanding and implementation of issues involved in IP Management and Technology transfer and acquisition.</p> <p>(b) To be responsible for ensuring that BIRAC funded projects are in conformity with the requirements of IP related rules and regulations and also assist in their IP and Technology Management.</p>	
<p><b>1. Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li><b>a. IP Due Diligence</b> <ul style="list-style-type: none"> <li>i. Conduct IP due diligence for eligible proposals received under various funding schemes</li> <li>ii. Conduct freedom-to-operate searches and provides a written opinion</li> <li>iii. Direct patent landscape /IP or Technology mapping to identify patenting activities</li> </ul> </li> <li><b>b. Advisory</b> <ul style="list-style-type: none"> <li>iv. Provides advisory services for innovation research projects on IP policies and management</li> <li>v. Review intellectual property provisions of various innovation research and assist in rendering opinions on validity and infringement</li> </ul> </li> <li><b>c. Patent Awareness</b> <ul style="list-style-type: none"> <li>vi. Analysis of patent policy of India in comparison to other countries</li> <li>vii. Manage and participate in IP awareness workshops</li> </ul> </li> <li><b>d. Technology Analysis</b> <ul style="list-style-type: none"> <li>viii. Mapping of technologies in research organizations at national and international level</li> <li>ix. Evaluate the technology on basis of its potential for commercialization.</li> </ul> </li> <li><b>e. Technology Transfer</b> <ul style="list-style-type: none"> <li>x. Sourcing of technology from research and academia</li> <li>xi. Facilitate the process of transfer from lab to small biotech to large biotech to</li> </ul> </li> </ul>	<p><b>2. Necessary Qualification:</b></p> <p>MSc/ M Tech in life sciences/ bio technology/ pharma/ agri/ plant sciences. PhD in any of the above will be preferred. Patent agent qualification or degree in Law or Diploma/ degree in Intellectual Property from a recognized and reputed institute.</p> <p><b>3. Experience:</b></p> <p>3-6 years with at least 3 experience in patent analysis, intellectual property strategy development and implementation and / or technology licensing and acquisition in biotech/ pharma/ agri/ bio informatics industry.</p>

<p>market</p> <p>xii. Determine technology pricing based on market demand, growth potential, innovativeness of the technology etc.</p> <p>xiii. Provide assistance in drafting technology transfer agreements with assistance from Legal Cell</p> <p>xiv. Facilitate discussions on technology transfer at various platforms</p>	
<p><b>Position: Company Secretary – Level 4/5</b></p>	
<p><b>1. Key Responsibilities:</b></p> <p><b>a. Company Affairs</b></p> <p>i. Ensure compliance of all required statutory company guidelines and procedures</p> <p>ii. Ensure compliance with legal and governance mechanisms</p> <p>iii. Monitor the required changes in legislation and regulatory management</p> <p>iv. Liaison with the Board for facilitating board meetings</p> <p>v. Provide guidance for preparation of agenda / minutes of board meetings</p> <p>vi. Liase with DBT / DPE for MOU and related documents.</p> <p>vii. Supervises the maintenance and updating of statutory records and registers.</p> <p>viii. Liase with Income Tax / EPF offices for matters related to Income Tax Exemption / EPF Subscription.</p> <p>ix. Ensure preparation and laying of Annual Report, Annual Accounts, etc in Board / Parliament.</p> <p>x. Responsible for all Parliament Questions, RTI and other related activities.</p> <p>xi. Leads the team by consistently and regularly providing direction and training.</p>	<p><b>2. Necessary Qualification:</b></p> <p>CS from a recognised and reputed institute. LLB / LLM desirable.</p> <p><b>3. Experience:</b></p> <ul style="list-style-type: none"> <li>➤ 10 years with atleast 6 years of experience as a Company Secretary in a services / government/ public sector organization</li> <li>➤ Familiar with government rules and regulations.</li> </ul>
<p><b>Position: Corporate Affairs Manager / Officer – Level 2/1</b></p> <p><b>Purpose:</b> To manage the Corporate Affairs and Statutory Compliances related to BIRAC's functions and services.</p>	
<p><b>1. Key Responsibilities:</b></p> <p><b>a. Company Affairs</b></p> <p>i. Responsible for Company Affairs working with Company Secretary for</p>	<p><b>2. Necessary Qualification:</b></p> <ul style="list-style-type: none"> <li>• MBA from a recognized and reputed institute with CA / ICWA or LLB.</li> </ul>

<p>preparing documentation for Board meetings and all other statutory requirement.</p> <p>ii. Assists in organizing board meetings, preparing agenda for board meetings</p> <p>iii. Prepare replies to the questions from the Ministry, Parliament, RTI etc.</p> <p><b>b. Team Management</b></p> <p>iv. Understands personal and team role and responsibilities.</p> <p>v. Encourages team dialogue; keeps team and leadership informed on progress and issues.</p> <p>vi. Responsible for the Statutory Compliances as per Company Law and DPE guidelines.</p> <p>vii. Responsible for preparation of Annual Report, Annual Plan, Corporate Plan and Strategy.</p> <p>viii. Prepare MoU and other reports as per DPE / DBT requirement.</p>	<ul style="list-style-type: none"> <li>• B. Tech / B.Sc. in Life Sciences or Biotech will be preferred</li> </ul> <p><b>3. Experience:</b></p> <p>3-6 years with at least 3 years of work experience in Company Affairs and related to matter of a public / private enterprise.</p>
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