



सत्यमेव जयते

Department of Biotechnology

Industry-Academia Collaborative Mission For Accelerating Early Development For Biopharmaceuticals

Innovate in India (i3) Empowering biotech entrepreneurs & accelerating inclusive innovation



Co-funded by World Bank



Implemented by Project Management Unit,
Biotechnology Industry Research Assistance Council
(A Government of India Enterprise)

Positions under DBT-BIRAC, National Biopharma Mission – Program Management Unit at BIRAC, New Delhi, India

1. About the Mission:

The National Biopharma Mission is an Industry-Academia Collaborative Mission of Department of Biotechnology (DBT), Ministry of Science & Technology, Govt. of India for Accelerating Early Development for Biopharmaceuticals; to be implemented by Biotechnology Research Assistance Council (BIRAC)-a Public Sector Undertaking of DBT

Approved by the Government for implementation at a total cost US\$ 250 million the Mission is co-funded 50% with World Bank loan assistance.

The Mission Programme is a Pan-India Programme with the main aim of making India a hub for design and development of novel, affordable and effective biopharmaceutical products and solutions. This Program would aid in enhancing India's innovation research and product development capabilities, especially by focusing on development of vaccines, biologics and medical devices for combating public health concerns. The Program would aid academic researchers (through enhancing their translation capability); empower bio-entrepreneurs and SMEs (by decreased cost and risk during early stages of product development) and the industry (by elevating their innovation quotient). Anticipated long term impact would benefit the Indian population at large benefit due to availability of affordable solutions and products relevant to Indian health needs.

More details about the Mission Programme can be seen at website

http://birac.nic.in/nbm_proposal_submission.php (National Biopharma Mission Document)

2. About the Implementation Agency:

Biotechnology Industry Research Assistance Council (BIRAC) a Public Sector Undertaking of the Department of Biotechnology, Ministry of Science & Technology, and Government of India has been entrusted the responsibility of implementing this Program. It houses the Program Management Unit (PMU) that works as an operational and functional arm to oversee and monitor program implementation.

3. Job Descriptions

3.1 Program officer/Senior Program officer: Biologics Facilities

i. Position Summary & Responsibilities

The Program officer (PO) will serve in the Program Management Unit for i3 program at BIRAC and should have expertise in product development, analytical characterization and manufacturing of biologics.

Reporting to Program Manager, PMU the PO will get opportunity to contribute to strategic thinking and forward looking analysis in relevant areas; 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.

Responsibilities of the position include but are not limited to:

- 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.
- Manage substantial portfolio of complex grants requiring high-level grant management skills.
- Working with Legal and Finance to get all necessary Contracts and Agreements ready for the I3 Program.
- Coordination and administration of all aspects of new and ongoing projects including planning and implementation.
- Responsible for all Program Investment and Financial Planning.
- Ensure timely execution of all activities.
- Proper monitoring both technical and financial of the projects working closely with the Scientific and Technical Advisory groups for project review, new area prioritization and preparing a strategy for implementation.
- Responsible for organizing all Meetings, Interaction and Advisory Group Discussion including international conferences and workshops.
- In addition to scientific expertise, the Program Manager 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.

ii. **Qualifications and Experience**

Essential

- MSc/ equivalent in Life Science / Biological Sciences with broad and deep knowledge in project management in the areas of health care.
- 3-5 years of experience in academic, industry or similar position with hands-on experience in product development, analytical characterization and manufacturing of Biologics (vaccines or biotherapeutics).

Desirable

- PhD/ M Tech/equivalent in life sciences with 1-2 years experience post PhD
- Experience in GMP manufacturing of Biologics
- Experience in Project management, monitoring and evaluation, including development of conceptual frameworks, management of monitoring systems, implementation and – supervision of evaluations and reporting of evaluation findings.
- Experience in technology assessment and matching novel technologies in the field of Bio-therapeutics preferred.
- Experience in the execution, conduct and/or management of performance based grants, contracts or cooperative agreements.
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as ability to work with efficiency and diplomacy as part of a team effort.
- Ability to organize/prioritize work and meet deadlines within a fast paced environment with multiple and competing demands.
 - Proactive and flexible nature with reliable follow-through and attention to detail.
 - Ability to work both independently and in a cooperative and collegial fashion.
 - Ability and willingness to travel domestically and internationally.
- Technical Proficiency in relevant areas like biologicals which include experience in conducting research and product development with understanding of the regulatory environment.

- ## iii. **Age Limit** – 40 years as on the date of closing of applications.

3.2 Program Manager (PM)/ Senior Program Manager: Consortia and Network including Clinical Trials and Regulatory Affairs

i. Position Summary & Responsibilities

The Program Manager (PM) will serve in the Program Management Unit for i3 program at BIRAC and should have expertise in conduct of human clinical trials and submission of dossiers

Reporting to Mission Director (PMU), the PM will have the opportunity to interact and work with thought leaders and leading scientists both in India and internationally; contribute to strategic thinking and forward looking analysis in relevant areas; 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.

Responsibilities of the position include but are not limited to:

- 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.
- Manage substantial portfolio of complex grants requiring high-level grant management skills.
- Working with Legal and Finance to get all necessary Contracts and Agreements ready for the I3 Program.
- Coordination and administration of all aspects of new and ongoing projects including planning and implementation.
- Responsible for all Program Investment and Financial Planning.
- Ensure timely execution of all activities.
- Proper monitoring both technical and financial of the projects working closely with the Scientific and Technical Advisory groups for project review, new area prioritization and preparing a strategy for implementation.
- Responsible for organizing all Meetings, Interaction and Advisory Group Discussion including international conferences and workshops.
- In addition to scientific expertise, the Program Manager 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.

ii. **Qualifications and Experience**

Essential

- Ph.D. / MBBS/ MD / equivalent in Life Science / Biological Sciences with broad and deep knowledge in project management in the areas of clinical trials.
- 5-8 years of experience in academic, industry or similar position and conducting human clinical trials (Phase I to III clinical trials) for regulatory submission

Desirable

- Experience in submission of regulatory dossiers to regulatory authorities
- Experience in Project management, monitoring and evaluation, including development of conceptual frameworks, management of monitoring systems, implementation and – supervision of evaluations and reporting of evaluation findings.
- Experience in the execution, conduct and/or management of performance based grants, contracts or cooperative agreements.
- Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
- Strong planning and analytical skills. Excellent interpersonal and negotiation skills.
- Demonstrated capacity and Experience to handle collaboration within an organization and with external partners, as well as ability to work with efficiency and diplomacy as part of a team effort.
- Ability to organize/prioritize work and meet deadlines within a fast paced environment with multiple and competing demands.
 - Proactive and flexible nature with reliable follow-through and attention to detail.
 - Ability to work both independently and in a cooperative and collegial fashion.
 - Ability and willingness to travel domestically and internationally.

iii. **Age Limit** – 45 years as on the date of closing of applications.

4. General Information

All positions are on a 3 years contract extendable by 2 years on the length of the Program duration based on performance. There will be a probation period of three months. Candidates found not suitable during the period of probation will not be confirmed in the post.

Salary:

- a) For the post of Program Manager/ Senior Program Manager consolidated remuneration between Rs 90,000 and Rs 1,05,000/- per month
- b) For the post of Program officer consolidated remuneration between Rs 60,000 and Rs 75,000 per month.

Higher remuneration commensurate with qualification and experience can be considered as per the recommendations of the Selection Committee for deserving candidate. Candidates who are MBBS/MD will not be eligible for Non-Practicing allowance.

Interested candidate may apply at the vacancy.birac@nic.in in the prescribed format at **Document I**.

Last Date of Application is **10 September 2018**