

Appointment of Programme Manager and Grants Adviser

National Centre for Biological Sciences (NCBS), Tata Institute of Fundamental Research (TIFR) is a premier centre for research and teaching in frontier areas of biology. NCBS is looking for appointment of the following Scientific Administrators to be based within the Research Administration complex and provide support for the core research and academic activities of the Institute:

- 1. Programme Manager:** The incumbent shall be primarily responsible for ensuring smooth administration of programmes relating to the Academic and Dean's Offices, management of personnel databases, orientation programmes for new starters and reviews for students, post-doctoral researchers and faculty.
- 2. Grants Adviser:** The incumbent shall primarily facilitate applications for grant funding from local and international sources, development of database for grants and post-award management of grants.

Qualification: Post-graduate degree in Life Sciences (preferably Ph.D.).

Skill and experience: The candidates should have strong time management and interpersonal skills, good organizational abilities and willing to take initiatives. Experience of working as scientific administrators in any research environment, is desirable.

Salary: Negotiable and dependent on qualifications and experience and will not be a constraint in the case of exceptional candidates.

Application deadline: 15 October 2011 (incomplete applications will not be considered).

For more details about the post and how to apply please visit <http://www.ncbs.res.in/rdo/careers>

Head, Research and Development Office