Position available: PROGRAMME MANAGER

Essential:
- PhD in Life Science/Biological Sciences/similar areas
- Indian citizen or NRI/OCI willing to relocate to Hyderabad or New Delhi
- Excellent oral and written communication skills in English
- Team management experience; should have managed teams of 4 or more members for at least 2 years.

Desirable:
- Postdoctoral experience
- Awareness of accepted global professional protocols and procedures.
- Proven experience in managing large programs for effective implementation of organization’s objectives, both independently and as a member of a cohesive team, preferably within the settings of a research funding organisation or an academic institution.

The position requires:
- Strong written and verbal communication skills in English; the position will play a major role with external and internal India Alliance members, and liaising with the scientific community.
- Ability to define project scope, goals and deliverables supporting the India Alliance Fellowship program in consultation with senior management.
- Attention to detail to both macro and micro processes.
- Commitment to high standards.
- Vision and commitment to ensure that the India Alliance’s mandates are met.

Major duties:
- The Programme Manager will report directly and provide periodic feedback to the CEO.
- Responsible for planning, managing, and coordinating the India Alliance Fellowship program.
- Overseer processes for monitoring and impact measurement.
- Organize feedback from Fellows, Reviewers and Committee Members, as and when required.
- Organize the Annual Reports and other external communication documents, as and when required.
- Work in close partnership with the Grants, Finance and Operations teams to ensure all IA activities are implemented professionally and smoothly.
- Assist the CEO in achieving program objectives and interactions with external stakeholders.

The remuneration for this post will be based on qualifications and experience. A probationary period is envisioned where the chosen applicant will be trained on all IA grants processes and familiarized with their duties. Please apply only if you fulfill all the “Essential” requirements.

To apply, please send the following to Ms Saritha Vincent (saritha.vincent@wellcomemdbt.org) by March 31, 2016. Please ensure the subject line reads: “Application for Programme Manager”.
- Your CV (limit 2 pages; Arial Font size 11)
- Examples of written work (scientific papers do not qualify)
- A cover letter stating why you are suitable for the position (limit 1 page; Arial Font size 11)

Only shortlisted candidates will be contacted for further processing. India Alliance reserves the right not to hire anyone or readvertise if a suitable person is not found.

Position available: GRANT ADVISER

Essential:
- PhD in Life Science/Biological Sciences/similar areas
- Indian citizen or NRI/OCI willing to relocate to Hyderabad or New Delhi
- Excellent oral and written communication skills in English
- Ability to work to deadlines independently, and as part of a team

Desirable:
- Postdoctoral experience
- Administrative experience within the context of a research funding organisation or a university will be an asset (Training will be provided on the job)

The position requires:
- Ability to understand biomedical research proposals and identify appropriate peer reviewers
- Attention to detail
- Commitment to high standards
- A strong desire to develop and apply administrative and business process skills
- Ability to work in a team

Major duties:
- Handling a portfolio of research grant applications and awards
- Managing the processes associated with fellowship applications and funding
- Selecting referees and maintaining positive relationships with peer reviewers
- Liaising with the scientific community, developing positive relationships with applicants and grant-holders
- Assisting in other activities of the organization as per need

You should be keen to work in a business environment with close links to scientific research. The India Alliance is an organization that provides an exceptional environment for innovation in science administration. We are committed to implementing the best global practices, which would help us meet our mandate.

The remuneration for this post will be based on qualifications and experience. A probationary period is envisioned where the chosen applicant will be trained on all IA grants processes and familiarized with their duties. Please apply only if you fulfill all the “Essential” requirements.

To apply, please send the following to Ms Saritha Vincent (saritha.vincent@wellcomemdbt.org) by March 31, 2016. Please ensure the subject line reads: “Application for Grants Adviser”.
- Your CV (limit 2 pages; Arial Font size 11)
- Cover letter stating why you are suitable for the position (limit 1 page; Arial Font size 11)
- Examples of written work (scientific papers do not qualify)

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