

# Advt No.6/2021 : Appointment of a Executive Director, IndiaBioscience program on Contract Basis

IndiaBioscience (<http://www.indiabioscience.org/>) is a program based out of the National Centre for Biological Sciences (NCBS), Bangalore that aims to catalyse the growth of biology within India, and to this end, we work with academics, government, industry and the not-for-profit sector. The major funding of the program is from the Department of Biotechnology (DBT), Government of India. As part of the DBT funded program, IndiaBioscience is looking to appoint eligible personnel to the position advertised on contractual terms. The appointment will be initially for a period of one (1) year that may be extended up to three (3) years depending on the performance of the selected candidate. Selected candidates shall be offered a consolidated pay as specified under 'Salary' herein below.

Major activities at IndiaBioscience include running the IndiaBioscience website through the science and education communication programs, continually updating with the latest news and opinions on life sciences scenario in India, building a database of people and organizations, organizing Young Investigators' Meetings (YIMs) and Regional Young Investigators' Meetings, networking meetings with Indian or International organizations, workshops on skill-building, gender parity, promoting Indian life science in various platforms all over the world, etc.

IndiaBioscience consists of a small yet diverse and efficient team that works in a very cohesive manner to create an informed impact. Creativity, independence and teamwork are highly valued attributes of all team members. As part of the IndiaBioscience team, the appointed person will have the opportunity to collaborate with talented and dedicated colleagues, as well as with the research community across India and abroad, while developing and expanding the career.

## 1. Executive Director

### Role Summary

The Executive Director (ED), while reporting to the Advisory Board of IndiaBioscience, will work independently and will be responsible for the successful leadership, growth and management of the IndiaBioscience program according to the mandates and the strategic direction set by the Advisory Board.

### Roles and Responsibilities

- ED will be responsible for the growth and overall management of the program and the team.
- ED will be responsible for handling all the external liaisons and partnerships.
- ED will be responsible for financial management and fundraising.
- ED will be responsible for the preparation of reports summarising key progress and issues on all programs, including preparation of background documents and presentations to the board as well as external partners.
- ED will be responsible for ensuring team meetings have structure and clear purposes and goals
- ED will communicate decisions and action items to team members and relevant parties outside the team.
- ED will monitor team dynamics regularly to ensure optimal team performance.
- ED will communicate the details of monthly functioning to the Advisory Board of IndiaBioscience.

### Essential Qualification and Experience

PhD degree in life science/full-time ME/M. Tech with a minimum of 12 years of experiences post qualification with strong motivation and interest to dedicate full time in promoting science as described above.

### Desired Experience

Prior experiences in management, as well as administration in the field of science or public engagement with a strong network across the country and an understanding of the academic research ecosystem in India, will be given preference. Candidates with a PhD will be preferred.

**Personal characteristics:** Leadership, adaptability, ability to build networks and relationships, effective communication skills, creativity/innovation, ability to foster teamwork.

**Age:** Maximum 50 years. (Age relaxation as per rules).

**Salary** Remuneration will be as per slab equivalent to Level 13 of 7CPC.

**Last date for the receipt of applications:** 15th June 2021

### Documents required to apply:

Please submit the following documents while applying:

- **CV** highlighting relevant work experience and **cover letter** [combine and upload in one PDF file]
- Make sure you include a **vision document** along with a **strong statement** of how your interests align with ours and why you will fit this position (~500 words) [upload under experience tab in PDF file]. At this point, we require no recommendation letters. **PLEASE NOTE NOT TO SEND THE HARD COPIES OF THESE DOCUMENTS.**

Note: Terms and conditions are under the discretion of the component authority.

### HOW TO APPLY:

**Step 1:** Interested candidates should register **ONLINE** through the link on our website using a valid email ID.

**Step 2:** You will receive a user ID and password on your registered email ID.

**Step 3:** Using your ID and password you can fill in the application by clicking on "Submit Application"

**Step 4:** Once you fill in the application you can SAVE or PREVIEW the application. Please Note: Any corrections should be made before you SAVE the application.

**Step 5:** After you SAVE, you can submit the application by clicking "SUBMIT".

**Step 6:** All essential certificate is proof of your qualification, experience Should be uploaded while submitting the Online application.

**Applicants who are NOT ABLE TO APPLY ONLINE are requested to email their applications to applications@indiabioscience.org (mailto:applications@indiabioscience.org) using 'Executive Director Application' as the subject.**

**Note: Please do NOT send the hard copies of applications/documents**

Sd/-

### Head, Establishment

Note: Kindly fill the online application step by step from **your Laptop/Desktop with latest browser**. Please **do not use MOBILE phones** for submitting the online applications.

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