

Job Description

Title: Project Manager to the office of the CEO - BeST

Type of Position: Full Time (Contractual)

Reports to: CEO

Location: Bengaluru

To Apply: Send mandatory cover letter and detailed resume to office.best@iisc.ac.in via email with a (Subject line: Application for Project Manager, BeST cluster)

BeST Overview

Establishing a sustainable innovation ecosystem requires a well-connected network of entrepreneurs, domestic and foreign private enterprises, educational and research institutions, government agencies, investors, business incubators, and technology and business mentors. This need has led to the establishment of regional innovation clusters in many parts of the world. Such innovation clusters bring together capital, expertise, and talent to foster technological breakthroughs. Innovation clusters are uniquely distinctive in their structure and operating model. The Bengaluru Science and Technology (BeST) Cluster aims to distinguish itself by aspiring towards the following overarching goals:

- Building an active network of research institutes, companies, NGOs and government bodies to promote knowledge sharing, cross-fertilization of ideas, and co-innovation (Collaboration).
- Identifying and resolving socially relevant problems, through active coordination with government organizations and NGOs (Responsiveness).
- Accelerating regional scientific and technological progress, and improving the regional innovation ecosystem, by facilitating a wider range of research initiatives, better access to funding opportunities, and greater networking and career opportunities for student communities (Competitiveness)
- Inspiring new products and technologies by coordinating efforts and financial resources and effective integration of intellectual and financial resources to create a new generation of innovative businesses (Innovation)
- Gaining a competitive advantage by improving internationalization and boosting visibility (Globalization)
- Promoting economic growth in the state by contributing to an increase in employment and intensification of entrepreneurial activity, and accelerating the inflow of foreign investment (Sustainability)

BeST is part of the Science & Technology clusters area major initiative under the Prime Minister's Science, Technology, and Innovation Advisory Council (PM – STIAC). The Bengaluru cluster has is being incubated by the Indian Institute of Science, Bengaluru. To further this mission, BeST is recruiting for the position of Project Manager-Grants. Please see description below.

Roles and Responsibilities

The Program Manager will work within the Research Development Office to ensure smooth administration of Government of India grants supporting major collaborative research programs, institutional initiatives, and research facilities. The activities of the Program Manager will help in managing, monitoring, and promoting the activities supported by OPSA and other partnering organization.

Key responsibilities will include:

- Project monitoring and management of institutional GoI grants;
- Project monitoring and management of GoI grants supporting multi – institutional research programs;
- Interfacing with the BeST Office/ In-Stem/Manthan administration and management on behalf of Program Directors as needed;
- Monitoring expenditure and financial reporting on relevant grants, in coordination with accounts;
- Contributing to resolution of queries and conflicts on administration of the grants;
- Coordinating scientific reporting and other agency requirements for the grants as and when needed;
- Facilitating implementation of GoI norms on the funded programs;
- Outreach to agencies funding the programs;
- Assisting with additional fundraising and program renewals as appropriate;
- Contributing to other work within the team as needed;
- Documenting website development processes and procedures;
- Preparing project progress updates for senior executives and performing website demonstrations;
- Keeping abreast of developments and trends in website design;

Skills and Competencies

- A PhD in degree from repudiated University;
- A minimum of 2 years' experience in scientific administration;
- Prior experience with working with GoI grants funding structures;
- Proven facilitation skills;
- Strong time-management and interpersonal skills;
- Initiative, enthusiasm, and a flexible approach to work;
- The ability to analyse, summarize and communicate information;
- The ability to work both independently and as part of a team;
- Exceptional ability to contribute creativity and innovation to web projects;
- Superb leadership, collaboration, and communication skills;
- Excellent organizational and time-management skills;