

**ADVT. NO. 41/2021**

**[Positions under Funded Project purely on Temporary and Contractual Basis]**

Indian Institute of Science Education and Research Pune is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

Institute invites applications from Indian nationals having excellent academic record and relevant work experience for the following positions purely on temporary and contractual basis under the funded project titled "Pilot Programme of India Innovation Competency Enhancement Program (IICEP)" (Proj. code: **30119486**) funded by Department of Science & Technology, Govt. of India:

Post code	1
Name of the post	Head (Project Management Unit)
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Post Graduate degree in any discipline, with minimum 10 years' of relevant work experience as mentioned in 'Desirable' section.
Desirable	<p>Candidates having worked / should be:</p> <ul style="list-style-type: none"><li>• On projects and have proven ability to manage complex processes, finances and risks</li><li>• Strategic thinker with strong analytical approach to problem-solving skills</li><li>• Strong team player with a proven track record on engaging and managing diverse stakeholders successfully and building professional networks</li><li>• Excellent communicator who can present rational arguments and views to senior executives, and ability to resolve conflict</li><li>• Experience of leading and inspiring teams to deliver to expectations</li><li>• Good organizational skills to design and deliver events and conferences</li><li>• Awareness and experience of working in the development or education sector</li></ul>
Job requirement	<p>As the Head of the PMU, the incumbent will be responsible for strategic planning and execution of the overall project working closely and reporting to the Joint Steering Committee (JSC) and the Project Director IISER Pune to deliver results.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"><li>• To develop in-depth understanding of the project outcomes to plan and implement the four programme strands ensuring objectives are met to quality</li></ul>

	<p>standards.</p> <ul style="list-style-type: none"> <li>• To work closely and collaboratively with stakeholders to set key milestones, make strategic recommendations for continued improvements to the programme.</li> <li>• To prepare a Monitoring and Evaluation (M&amp;E) plan to report on project progress against plans and key indicators of success to JSC and meeting partner expectations</li> <li>• To establish systems and processes to streamline project delivery, ensure transparency and comply with Equity, Diversity and Inclusion (EDI), Data Protection, IP and so on.</li> <li>• To manage the PMU team setting clear deliverables and holding them accountable.</li> <li>• To drive and lead on marketing and communications to raise visibility of the project and its achievements widely.</li> <li>• To build strong professional networks with key individuals and institutions in academia, government and industry to meet the project objectives and to bring in new partners as appropriate.</li> <li>• To design and deliver international activities, workshops, conferences.</li> <li>• To undertake any other duties and tasks as required to deliver the project.</li> <li>• To ensure programme delivery by mainstreaming and implementing consortium organizations' relevant policies including inclusion, child protection and gender policies.</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 1,50,000/- to Rs. 2,00,000/- per month depending upon qualification/s and experience/s
Age	Not more than 50 years as on last date of application

<b>Post code</b>	<b>2</b>
<b>Name of the post</b>	<b>Project Manager (Schools)</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Graduate degree in any discipline with 6 years' relevant work experience as mentioned in 'Desirable' section
Desirable	<ul style="list-style-type: none"> <li>• Strong project management skills, including financial management, compliance and risk management</li> <li>• Organizational skills to design and deliver events to high standards</li> <li>• Good understanding of Monitoring and Evaluation (M&amp;E) to track and report progress against plans</li> <li>• Excellent communication skills - report writing and presentation skills,</li> </ul>

	<ul style="list-style-type: none"> <li>• Data management and analytical skills</li> <li>• Awareness and knowledge of the education sector in India specifically the school education landscape.</li> </ul>
Job requirement	<p>The Programme Manager (Schools) will lead on planning and implementation of the Teacher Training Strand of the IRISE programme. It includes project planning, delivery reporting on progress, financial management, risk assessment, compliance checks and stakeholder engagement within the scope of the work under the strand.</p> <p><u>Responsibilities:</u></p> <p>Support and work closely with the PMU head and IISER Pune team to:</p> <ul style="list-style-type: none"> <li>• Plan and deliver Teacher training strand of IRISE reporting into the PMU head.</li> <li>• Build an effective Teacher Training roadmap to achieve the strand objectives and devise a stakeholder engagement plan for the strand.</li> <li>• Forge partner relationships for different elements of strand - digital training, events, logistics, workshops, speakers etc.</li> <li>• Identify, coordinate and record relationships with Master Trainers, Teachers, and Schools that will support the delivery of Teacher Training strand in India. These may include (but are not limited to) members, academic institutions, scientific organizations.</li> <li>• Own delivery of an agreed portfolio of activities, including communication with external stakeholders and undertake on-site responsibilities as required.</li> <li>• Act as an ambassador for the IRISE teacher training strand, attend events and external meetings as required.</li> <li>• Lead discussions with chosen academic institutions for development of content and ensure delivery by liaising with the implementation partner.</li> <li>• Support in developing appropriate stakeholder management strategies. Use external relationships to gather intelligence and influence others.</li> <li>• Support and assist any other members of the team at the request of your line manager.</li> <li>• Deliver responsibilities by incorporating relevant policies including consortium organizations' inclusion, child protection and gender policies.</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 75,000/- to Rs. 1,00,000/- per month depending upon qualification/s and experience/s
Age	Not more than 45 years as on last date of application

<b>Post code</b>	<b>3</b>
<b>Name of the post</b>	<b>Project Manager (Universities)</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Graduate degree in any discipline with 6 years' relevant work experience as mentioned in 'Desirable' section
Desirable	<ul style="list-style-type: none"> <li>• Strong project management skills, including financial management, compliance and risk management</li> <li>• Organizational skills to design and deliver events to high standards</li> <li>• Good understanding of Monitoring and Evaluation (M&amp;E) to track and report progress against plans</li> <li>• Excellent communication skills - report writing and presentation skills,</li> <li>• Data management and analytical skills</li> <li>• Awareness and knowledge of the education sector in India specifically the school education landscape.</li> </ul>
Job requirement	<p>The Programme Manager (Universities) will lead on planning and implementation of Early Career Researcher Strand of the Programme. It includes project planning, delivery reporting on progress, financial management, risk assessment, compliance checks and stakeholder engagement within the scope of the work under the strand.</p> <p><u>Responsibilities:</u></p> <p>Support and work closely with the PMU head and IISER Trivandrum team to:</p> <ul style="list-style-type: none"> <li>• Plan and deliver an effective ECR strand of IRISE reporting into the PMU head.</li> <li>• To build an effective ECR roadmap to achieve the strand objectives and devise a stakeholder engagement plan for the strand.</li> <li>• Forge partner relationships for different elements of strand -digital training, events, logistics, workshops, speakers and placement services</li> <li>• Identify, coordinate and record relationships with partners who support the delivery of ECR strand. These may include (but are not limited to) members, academic institutions, scientific organizations.</li> <li>• Own delivery of an agreed portfolio of activities, including communication with external stakeholders and undertake on-site responsibilities as required.</li> <li>• Act as an ambassador for the IRISE ECR strand, attend events and external meetings as required.</li> <li>• Lead discussions with chosen academic institutions for development of content and ensure delivery by liaising with the implementation partner.</li> <li>• Support in developing appropriate stakeholder management strategies. Use external relationships to</li> </ul>



	gather intelligence and influence others. <ul style="list-style-type: none"> <li>Support and assist any other members of the team at the request of your line manager.</li> <li>Deliver responsibilities by incorporating relevant policies including consortium organizations' inclusion, IP and gender policies.</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 75,000/- to Rs. 1,00,000/- per month depending upon qualification/s and experience/s
Age	Not more than 45 years as on last date of application

<b>Post code</b>	<b>4</b>
<b>Name of the post</b>	<b>Marketing and Communications Executive</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Graduation / Post-graduation in media, communications, marketing with minimum 5 years' of experience of working on multi-partner, stakeholder projects and as mentioned in 'Desirable' section
Desirable	<ul style="list-style-type: none"> <li>Demonstrable evidence of ability to plan, deliver and evaluate for impact and service improvement marketing plans, working to budget and time deadlines</li> <li>Knowledge of marketing promotion methods, practices and techniques, able to leverage a broad mix of marketing activities, including integrated campaigns, public relations, content and digital marketing</li> <li>Excellent communication skills as the primary focus of the job is content development and design</li> <li>Flexible writing style, a strong eye for detail and ability to produce creative and compelling copy to tight deadlines</li> <li>Knowledge of the latest trends in digital marketing and content marketing</li> <li>Experienced in media relations</li> <li>In-depth knowledge of the Programme, its activities, its philosophy and ethos. Good understanding of software packages, such as, Microsoft Word, PowerPoint, Illustrator and Adobe, etc., for marketing materials</li> <li>Ability to build relationships with internal stakeholders and external customers</li> <li>Degree level and/or relevant in marketing, communication and journalism is required</li> </ul>
Job requirement	The person will be responsible for leading on all marketing, promotions, and communication for the programme.

	<p><u>Responsibilities:</u></p> <p>Develop and deliver a marketing and communication plan for IRISE.</p> <p><b>Copy writing / developing marketing materials to:</b></p> <ul style="list-style-type: none"> <li>• Develop content for a wide range of online and traditional marketing projects: flyers, email campaigns, press releases, brochures and backdrops for programmes and activities, supporting sales, publishing and engagement teams.</li> <li>• Develop marketing messages and materials that are accurate, persuasive, and attractive, and that generate the desired response and conform to all consortium partners' brand guidelines.</li> <li>• Work closely with creative agencies and consortium partners to design marketing materials such as book of abstracts, backdrops and brochures. This also includes collaborating with the creative agencies to design any academic content developed as part of the programme e.g. training books for teachers, workshop material for researchers etc.</li> <li>• Develop, maintain and update databases of Indian contacts – scientists, policymakers, industry and other stakeholders.</li> <li>• Developing all content/material/campaigns in line with consortium organizations' relevant policies including inclusion, child protection and gender.</li> </ul> <p><b>Digital marketing</b></p> <ul style="list-style-type: none"> <li>• Leverage latest trends</li> <li>• Develop a strategy to enhance digital presence for IRISE</li> <li>• Write and optimize content on Facebook and Twitter to showcase IRISE activities and events, supporting audience engagement</li> <li>• Collaborate with internal teams to create landing pages for newsletters and other communication</li> <li>• Develop all content/material/campaigns in line with consortium partners' inclusion, child protection and gender policies.</li> </ul> <p><b>Media relations and internal communications</b></p> <ul style="list-style-type: none"> <li>• Responsible for overseeing communications to the media, including preparing articles, press kits, press releases, and other content initiatives.</li> <li>• Cultivate and enhance collaborative working relationships within the press and publicity community.</li> <li>• Plan, edit and write content for a variety of internal and external communications mediums.</li> <li>• Draft messages or scripts from senior executives for presentation to employees in written or spoken form.</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.

Consolidated emoluments	Rs. 50,000/- to Rs. 75,000/- per month depending upon qualification/s and experience/s
Age	Not more than 45 years as on last date of application

<b>Post code</b>	<b>5</b>
<b>Name of the post</b>	<b>Administrative Officer</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Graduate degree in any discipline with 3 years' of experience in an administrative role.
Desirable	<ul style="list-style-type: none"> <li>• Planning and organizational skills.</li> <li>• Well versed in IT skills, MS Office etc.</li> <li>• Initiative and interpersonal skills</li> <li>• Good communication skills</li> </ul>
Job requirement	<p>The person will be responsible for managing IRISE office administrative tasks and engagements.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Remotely manage IRISE office administration and support the PMU team</li> <li>• Lead on organizing the meetings (internal &amp; external), travel and accommodation for the team</li> <li>• Maintaining reports and spreadsheets and related activities</li> <li>• Assisting in maintaining filing structure, saving and retrieving important documents and information.</li> <li>• Liaison with international stakeholders for varying purposes – e.g. fixing up visit schedules, planning events, organizing meetings</li> <li>• Acting as the first point of contact for telephone calls and general enquiries for IRISE stakeholders.</li> <li>• Proactive liaison with IRISE staff on operational issues.</li> <li>• Managing and filing bills, bank receipts/records and ensuring payments are made on time and are effectively recorded.</li> <li>• Assisting the team in liaising with the local finance team.</li> <li>• Taking active part in team working by contribution towards everyday working, business planning and overall delivery of office objectives</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 45,000/- to Rs. 70,000/- per month depending upon

	qualification/s and experience/s
Age	Not more than 45 years as on last date of application

## HOW TO APPLY:

- Interested candidates should fill online application available on link <https://forms.gle/U4Rgkh1Wp84cXg6H9> on or before **July 20, 2021**.
- List of shortlisted candidates for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected and verified at an appropriate stage.

### **General Information / details about the posts**

1. The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualification/s & / or experience/s are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Project Investigator, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field in the application form at the time of applying.
6. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
7. Age relaxation commensurate with educational qualification and relevant experience may be considered with the prior approval of the competent authority for candidates having qualification and experience higher than the advertised.
8. No TA/DA will be admissible for appearing for the interview.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

**Advt. No. 41/2021/IISER-P/Proj.\_Rect./05.07.2021**

**REGISTRAR**