

## Grants Manager Job Opening

Applications are invited for the position of Grants Manager at the IISc Office of Research Grants (ORG). ORG is a newly established centre in the Indian Institute of Science (IISc), Bangalore, created with an aim of providing services and support for the effective administration of sponsored projects at the Institute (For further details please visit <https://org.iisc.ac.in/>). The Grants Manager will be responsible for the pre-award and post-award administration of sponsored grants.

Key responsibilities of the Grants Manager will include:

- Identify available grant opportunities, maintain and update the funding database and share the details of new grant calls with researchers at the institute
- Assist faculty in proposal development and submission, ensuring compliance with the sponsoring agency's requirement
- Ensure timely notification on upcoming report submissions, facilitate UC/SE submissions, and ensure other grant specific compliances.
- Serve as the main focal point for communications to the sponsoring agencies.
- Develop strategies to secure new grants and cultivate potential new potential sponsors.

**Essential Qualifications:** PhD in any branch of Physical/ Mathematical/ Chemical Sciences/ any branch of Engineering with 2 years of post-doctoral research experience/experience in research administration/industry. The candidate should have excellent communication, writing, organization, management and administrative skills.

**Desirable Qualifications:** Experience working in an academic or university environment.

**Age Limit:** 40 years

**Remuneration:** The salary will be fixed between Rs. 75,000/- to 1,00,000/- per month (consolidated) based on qualifications, experience, and suitability of the candidate.

The position is full-time, temporary and contractual.

Interested candidates may send a cover letter and detailed resume as a **single PDF file** by August 15<sup>th</sup>, 2020 to the Office of Research Grants by email ([office.org@iisc.ac.in](mailto:office.org@iisc.ac.in)), with the subject line "Grants Manager". Short-listed candidates will be called for an online interview.