

# Consultant - Admin Officer

DRDO is interacting with IISc over the last few decades on various useful technologies for DRDOs missile programs. DRDO is also having research collaborations with IISc faculties through ER&IPR and Research Boards and other channels for technology managed in various thrust area. To harness the vast research expertise available in IISc and to bring all the research collaborations under single umbrella, and to strongly engage with IISc for collaborative research and technology development. DRDO has signed a MoU with IISc, Bengaluru to establish DRDO Industry Academia - Raman Centre of Excellence (DIR-RCoE) for carrying out focused directed research in the identified research verticals on Aerospace, Materials Quantum Technology, AI & Robotics Etc.

We are inviting application for the position of “**Admin officers**” as a consultant to act as a single point of contract for all the Admin activities which will be responsible for more complex administrative and managerial work involving initiative and managing projects fund for material Management on SAP and advertising on policies and plan for profit of this centre. Will be expected to analyze and solve problems with independence of action and will identify and initiate action in problem areas.

This is a full time, contractual position based in DIA-RCoE, IISc, Bangalore. The initial contract is for 6 months and will be renewed subject to satisfactory performance. The person working in the role would report to Director DIA-RCoE.

## EDUCATION BACKGROUND & EXPERIENCE

- Bachelor’s or master’s degree in engineering with minimum 20 years of experience in industry on personal & managerial management (MM) using SAP, record keeping, resource planning etc.

## SKILLS AND COMPETENCIES

- Self-propelling with strong inter-personal and stakeholder management skills.
- Excellent time management skills and the ability to prioritize work.
- Ability to achieve the required results in a demanding environment
- Proven experience of working with diverse stakeholders at senior levels
- Strong organizational skills with ability to multi-task
- Adapting priorities to respond to changing demands and tight deadlines
- Excellent written and communication skills

- Ability to work effectively as a member of a team or independently.
- Ability to analyze, summarize and communicate information
- Attention to detail and problem-solving skills
- Collaborate and build credibility across organizational boundaries
- Should have prior experience of Material Management (MM) 7 Finance Management in SAP.

## **SALARY**

Salary is based on skills and experience and as per institute norms.

## **APPLICATION PROCESS**

Your application may be sent to the following mail id – [office.diarcoe@iisc.ac.in](mailto:office.diarcoe@iisc.ac.in)

Keep the following information handy before starting the application process

1. Curriculum Vitae
2. Cover letter including why you're interested in this role and your experiences
3. Name and contract details of two references

**Last date to submit the Application is 25<sup>th</sup> March 2023**