

JOB OPPORTUNITY

PROJECT COORDINATOR (NIDHI PRAYAS) on Contract

SCTIMST-TIMed is a not for profit Technology Business Incubator for Medical Devices and Biomaterials at Sree Chitra Tirunal Institute for Medical Sciences & Technology, Poojapura, Trivandrum. TIMed is currently running a NIDHI PRAYAS project as a PRAYAS CENTRE of Dept. of Science & Technology, GOI for supporting entrepreneurs/innovators for the idea to proof of concept stage.

TIMed is looking for a dynamic person to coordinate this project as a **PROJECT COORDINATOR**

Job description & requirements: The candidate is responsible for announcing call for application under Prayas, arranging screening of applications, conducting the selection committee meeting, issuing the letters of selection, disbursement of grants, scheduling periodic reviews and monitoring progress, ensuring utilisation of funds and timely reporting to DST on progress etc. The candidate is also expected to arrange for mentorship and training activities/events for the benefit of the Prayasees. The candidate must be well versed with social media tools for promoting and outreach activities. Must maintain confidentiality of all the projects of innovators and startups. Must have excellent communication skills. Must also be able to take care of the PRAYAS SHALA (digital fabrication lab) activities

Qualifications & Experience: M. Tech in Biomedical/EC/Mech/EEE or B. Tech in the same disciplines with full time MBA from reputed Institutes and minimum three years' experience in coordination of programmes in reputed organisations, preferably in biomedical sector.

Consolidated Salary: Rs 30,000-50,000 PM depending upon qualification and experience.

Higher salary may be offered for exceptional candidates with higher qualifications and suitable experience

Nature of Engagement is purely on contract basis initially for one year and may be extended upto maximum of 3 years depending upon continuity of Nidhi Prayas project funding from DST

Last date to apply: 15th August 2021

Mode of application: Apply with updated CV with names of two references and latest photo by email to : timed.office@gmail.com with subject line marked as Application for Nidhi Prayas Coordinator