

# SCTIMST-TIMed

## Technology Business Incubator for Medical Devices and Biomaterials

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- **Requires team for TECHNOLOGY TRANSFER OFFICE (TTO) PROJECT funded by BIRAC**
- **Requires PROGRAM MANAGER for SPARSH project of BIRAC**

Applications are invited for the following positions in the **TECHNOLOGY TRANSFER OFFICE (TTO)** project funded by BIRAC on **contract basis**. The project aims at strengthening Technology Transfer, IPR & Commercialisation activities in the various universities and institutions in the region, conduct training and capacity building programs, and strengthen TTO cluster.

For all positions, attributes such as pleasing personality with good communication skills, good writing and documentation skills, ability to work in team, multi-tasking and proficiency to use IT Tools with ease are expected. **Team members of TTO/SPARSH at TIMed must possess high level of integrity as the role involves handling confidential information of several researchers and organisations.**

- **PROGRAM MANAGER-TTO**

The candidate is expected to be an experienced professional with rich exposure to academia-industry interactions, IPR, Startups, incubation, research management etc and be capable to take a lead role in the operations of TTO. Must be able to travel, interact with industry and researchers, conduct events, workshops and build partnerships. Must be capable of supervising and guiding the team and be competent to achieve deliverables of the project.

**Qualification:** Ph.D. / Post graduation in Sciences/ Engineering or B Tech with MBA (full time) from Premier Institutes

**Experience:** 5-year relevant experience in industry / academia / research organization/ incubators relevant to the role

**Desirable:** Degree in law, excellent communication skills, experience in program management.

- **PROGRAM MANAGER-SPARSH**

The candidate is expected to implement the SPARSH program (Social Innovation Immersion Program) effectively as per the project schedule and guidelines and be capable of achieving the deliverables. The candidate is expected to be able to guide the fellows and connect them with mentors and facilitate the visits to various organisations on the theme of Public Health for the first cycle. Must be able to monitor and submit the progress report to BIRAC periodically and coordinate with knowledge partners. Must also have some exposure to entrepreneurship training

**Qualification:** Ph.D. / Post graduation in life Sciences/ MPH/ MBA (full time) from Premier Institutes

**Experience:** 2-year relevant experience in industry / academia / research organization/ incubators relevant to the role

**Desirable:** Excellent communication skills, experience in program management, startup

- **ASSOCIATE - BUSINESS DEVELOPMENT/ Collaborations/Trainings (TTO)**

To carry out business promotion and marketing activities of TTO, develop leads, identify opportunities for revenue generation, structure collaboration with other organisations

**Qualification:** Science post graduates or B. Tech with MBA (full time) from reputed Institutes

**Experience:** 2 years of relevant experience in business development activities and outreach activities in incubators, universities, IP firms or tech companies

- **ASSOCIATE – LEGAL (TTO)**

To provide legal vetting and draft legally compliant agreements such as MOAs, licence agreements, confidentiality agreements, shareholders

agreements, investment agreements etc. Must be proficient in patent laws, company law, legal issues pertaining to startups, fund raising etc

**Qualification:** Degree in Law (LLB) full time

**Experience:** 2 years of relevant experience Desirable: Company Secretaryship or training in IPR laws

- **ENGINEER/ ASSOCIATE (INFORMATION TECHNOLOGY/ COMPUTER) (TTO)**

To coordinate design, development and execution of a web portal for TTO activities, manage the social media, creatively design and develop digital communication channels, manage the network and internet backbone, manage and support online activities, maintain the computers and IT hardware/software

**Qualification:** B Tech / MCA/ MS

**Experience:** 2 years of demonstrated relevant experience

- **EXECUTIVE ASSISTANT/ ASSOCIATE (TTO)**

To develop digital content for training, implement and manage digital initiatives and social media for marketing, promotion or communication to reach out a wider audience of beneficiaries, to create impact for the programs, to create digital repository of documents and training materials etc

**Qualification:** Degree/ Diploma with relevant skills.

**Experience:** 1 years of relevant experience in the above activities in reputed organisations, start-ups, incubators etc. Depending upon the profile and work experience of the candidate, full time or part time basis may be considered.

- **INTERNS** – Dynamic graduates with good communication skills and ability to draft notes, develop creatives and handle social media communication, support training program, assist the core team in travel and logistics etc effectively can be considered as INTERNS for short term assignments

**General Information:**

- For all positions, qualifications & experience may be relaxed in the case of exceptional candidates. Positions may not be filled if suitable candidates are not found. Part time positions may be considered where feasible. Retired professionals with relevant experience may also be considered, if feasible.
- All positions are temporary and purely on contract basis.
- For all positions, a consolidated salary based on qualification and experience will be offered.
- The appointment is made by SCTIMST-TIMED which is a not-for-profit registered society.
- SCTIMST-TIMED provides a conducive work environment for learning and professional growth

Those who believe that they fit the requirement may apply attaching an UPDATED CV with RECENT photo and a note outlining why they feel they are suitable for this job and how they can contribute to the position applied for.

Please submit your applications before **25 July 2024** by email to **timed.office@gmail.com** marking the NAME OF POST APPLIED FOR in the subject line of email

Only shortlisted applications will be intimated about the next stage of selection process.

10/07/2024

Chief Executive Officer

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