

Job Description

Positions offered: Program Managers, and Young Professionals

TERI has been shortlisted by the Department of Science and Technology to act as a Secretariat for the Mission Innovation 2.0. TERI is looking for dynamic candidates for multiple positions who have good communication (writing and speaking), analytical and organizing skills along with an interest in the research and technology areas. The interested/shortlisted candidates should be open for traveling on need basis.

POSITIONS OFFERED:

Designation	No. of Resources being hired	Required Qualification	Max. Age
Program Manager	2	(i) Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent, and (ii) 3-year experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and Services	40
Young Professional	3	(i) Master's Degree in Natural or Agriculture Sciences/MVSc or Bachelor's Degree in Engineering or Technology or Medicine from a recognized University or equivalent, and (ii) 4-year experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services, OR Doctoral Degree in Science/Engineering/Technology/Pharma/MD/MS from a recognized University or equivalent	40

Primary Roles and Responsibilities:

- Scheduling, collaboration and coordination with the Mission Innovation Secretariat (MISC) of other countries to harmonize the activities.
- Organize stake holder meetings and workshops (Virtual Physical/ Hybrid) to facilitate Mission Innovation activities in India and to spread the awareness in large.
- Oversee and coordinate the landscape of clean energy program in India.
- Arrangements of Annual MI Senior officials and Ministerial meetings. Provide complete administrative and logistical support for travel, accommodation, venue preparation etc.
- Provide administrative support to collate information, survey, media reports etc.



MI 2.0 – JOB DESCRIPTION_MULTIPLE HIRING

- Preparing and printing Periodic documents/ Newsletter reports on the activities and progress of the MI India unit.
- Event communications and branding, printing materials for delegates, pre-read materials, creating and managing event website, domestic and international media relations, and the organization of press conference(s).
- Targeted social media promotion and wide publicity of MI related events and initiatives. Also prepare a short promo-video on MI.
- Developing MI Ministerial content in consultation with the concerned department.
- Provide complete administrative support as and when necessary for MI related research reports analyse, circulate periodical reports and collated information from concerned stakeholders and public.
- Encourage collaboration among partner countries by sharing information and coordination. Update the apex/main Mission Innovation Secretariat with periodic reports on the activities, progress of the MI India Unit, and receive updates on the global activities and progress.
- Coordination and synchronization of MI activities with the G20 events.
- Onboarding and coordination with the appropriate event management organization and agencies for seamless activities.
- Any other Mission Innovation related works which may come time to time.

Please note that the roles and responsibilities will vary with the position offered.

Job Locations: TERI HQ or Department of Science and Technology (New Delhi)