

Job Position – Deputy Manager / Manager (Research & Development Office)

Reports to: Director (Research and Development), Ashoka

University Role and Responsibilities:

Research Grant Management:

- Establish and promote an environment supportive of developing and sustaining faculty interest and involvement in grant proposal preparation, budgeting, submission, and management of successfully funded grants.
- Maintain information on all funding opportunities.
- Managing research projects includes monitoring expenditure, preparing statements and financial reports for the diverse sponsor requirements, and maintaining a research database.
- Identify and develop strategies to optimize the grants administration process.
- Support finance department in the audit-related processes for various research projects and grants.
- Managing day-to-day communication with various sponsoring agencies and providing information and advice about funding opportunities to the faculty and researchers throughout the university.

Requirements

- Post-graduate degree / Diploma.
- 4-8 years of relevant experience in the relevant fields.
- Excellent project and time management skills
- Good communication & computer skills
- Ability to work a flexible schedule and accommodate change

Venue of work:

Ashoka University campus at Rajiv Gandhi Education City, Sonapat in the Delhi NCR

Application Details Required:

- To apply, please send your CV and a cover letter by **February 10, 2021** to Anubha Bhatia <anubha.bhatia@ashoka.edu.in>
- Please include the name, designation and contact details of a referee from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- Please use the subject line “Application for Deputy Manager / Manager (Research & Development Office)” for the email.