**Job Description**

**Senior Officer - Grants Consulting & Industrial Research**

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| **About BITS, Pilani** | **Birla Institute of Technology & Science, (BITS Pilani)** is an Institution declared as Deemed to be University under **Sec. 3** of the **UGC Act** in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad. |
| **Industry / Service** | Higher Education |
| **Post / Job Title** | **Senior Officer - Grants Consulting & Industrial Research** |
| **Job Type** | Regular, Full time |
| **Reporting to** | Associate Dean - **Grants Consulting & Industrial Research** |
| **Will also work very closely with** | Relevant stakeholders both Internal and External |
| **No. of Positions**  | **One** |
| **Location** | BITS Pilani – Hyderabad Campus |
| **Principal Accountabilities & Responsibilities** | * Officer will help division in collaborating with ERP team for automating a) project stipend process 2) external funding’s management 3) internal funding management 4) supporting FAD team and internal funding’s automation, sorting errors in process flows, budget updates and PID /Activity ID creations
* Assist in handling the influx of documents, financial reports, and communications, ensuring that we can continue to meet the deadlines set by funding bodies and the Institute.
* Ensure the timely processing of refunds, overhead apportionments, and the accurate maintenance of financial records
* Helping in governments new initiatives pertaining to projects. Includes filling the prescribed formats & other new initiatives as per requirement of funding

bodies.* Handle to manage new funding models such as ZBSA / PFMS model
* Look at various MOA/MOU/ RA/MTA agreements and its activities related to it Coordinate with A/C, CPU, HR, AGSRD
* Arrange various events like conducting workshop, hosting industrial delegates visits.
* Ensure to provide correct data using excel, ppt and drafting policies
* Any Other responsibilities may be assigned by Associate Dean as needed.
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| **Other Skill and Ability Requirements** | * Should have excellent knowledge of Accounts and hands-on experience in database management
* Should possess excellent IT and word-processing skills (Ms Office) and ability to record data accurately and undertake data processing.
* Should have good communication skills
* Should be punctual, methodical, organized and self-motivated.
* Should exhibit a high degree of ownership, commitment and flexibility.
* Should have the ability to work independently and as one of a team.
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| **Qualification**  | * Graduate (preferably BCOM) with 5-8 years’ experience or

Post Graduate (preferably MCOM) with 3-5 years.* Previous experiences in dealing with research funds , funding bodies, handling UC in university /academia will be preferred.
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| **Remuneration** | * Suitable candidate will be placed in Level 8 with a minimum pay of Rs. 47,600/- per month plus DA and other benefits as per Institute Norms.
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