

**Job Title: Deputy Manager / Manager (Post-award Grant Management), Research and Development Office**

**Reports to:** Director (Research and Development Office), Ashoka University

**Location:** Ashoka University campus at Rajiv Gandhi Education City, Sonipat in the Delhi NCR

**Experience (in years):** 4-8 years of experience in the relevant field.

**Nature of work:** Full Time

**About Ashoka University:**

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

**Be Mission-Driven:** Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

**Think Strategically:** Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

**Act Authentically:** Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

**Take Accountability:** Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

**Build Collaboration:** Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

**Deliver Excellence:** Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

**About Office of Research and Development:** The Office of Research and Development at Ashoka University provides centralized assistance to Ashoka faculty and researchers towards academic research. This is done through a set of proactive, capacity-building strategies to increase the University's competitive advantage and international prominence. The office has four major operation areas – extramural grant management, research infrastructure management, research scholar's management, and research communication.

**Role and Responsibilities:**

Establish and promote an environment supportive of developing and sustaining faculty interest and involvement in grant activation, budgeting, and management of successfully funded grants (post-award).

Managing extramural research projects including monitoring expenditure, preparing statements and financial reports for the diverse sponsor requirements, generating invoices and fund requisition letters and maintaining a funding database.

Managing ERP/Grant Management Software and ensuring it is updated in real-time and matches with the books of accounts.

Liaison with Finance Office, Purchase Office, Registrar's Office as well as establish coordination with internal verticals of RDO.

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 funds utilization to the faculty and researchers throughout the university.

Ensure compliance with GOI and donor norms, FCRA rules and regulations and internal policies and processes at Ashoka.

**Qualifications: Master's degree/Diploma (or higher)**

**Skills Required:**

- Min 4-8 years of experience in any reputed organization in extramural grant management work.
- Experience with relevant ERP/Grant Management Software, Proficiency with Microsoft Excel and Google Drive
- Conversant with rules and regulations of various funding agencies (DST, DBT, etc.)
- Ability to work a flexible schedule and accommodate change
- Experience of working with international grants under FCRA norms
- Knowledge of purchase process and financial accounting
- Good Communication skills and Problem Solving approach

**Application Submission Process:**

We invite you to embark on this journey by submitting your application to Ashoka University. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

**Prepare an Updated CV:** Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

**Submit Your Application:** Submit your application through this link: <https://forms.gle/HVLX2W3JU9LH8cpM7>. This will help us efficiently process your application.

**Include Essential Details:** Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

**Pursuit for Excellence:** At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

**Adherence to Deadlines:** To ensure fairness and efficiency, please submit your application by April 7, 2024. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.