



Job Description

TERI has been shortlisted by the **Department of Science and Technology** to act as a **Secretariat for Mission Innovation 2.0**.

Positions offered: Young Professionals

No of Position: 2

Required Skills:

We are looking for dynamic candidates 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.

Required Qualification:

- (i)** Master's Degree in Natural or Agriculture Sciences/MSc 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

Max. Age: 40

Monthly Emoluments : As per DST Norms

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.
- 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 national/international 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)