

**Position Title: Executive Director, Indo-U.S. Science and Technology Forum (IUSSTF)
(to be appointed on contract/deputation)**

Background

The governments of the United States of America and India, through an inter-governmental agreement, jointly established the Indo-U.S. Science and Technology Forum (IUSSTF) in the year 2000 as an autonomous organization in India. IUSSTF's office and executive secretariat are based in New Delhi, India and its mission is to promote science and technology (S&T) collaboration between the United States and India.

The IUSSTF's principal initiative is its Core programs which fosters S&T collaboration through efforts such as bilateral research centres, academic, and industry exchanges, joint workshops, and training programs in basic and applied sciences. A Governing Board (GB), consisting of members nominated by both the Governments governs the operations of the IUSSTF.

USISTEF: The IUSSTF serves as the Executive Secretariat for the U.S.-India Science and Technology Endowment Fund (USISTEF), which the two governments established in 2009 to promote science & technology led innovation and entrepreneurial collaboration between the two countries. The USISTEF is governed by a separate board with members from governments, as well as the private sector and academic institutions, nominated by both the Governments.

In addition, the IUSSTF also serves as secretariat for and implements several Indo-U.S. bilateral science, technology, and innovation (ST&I)-related programs entrusted and funded by the Governments of the United States and India, notably the U.S.-India Science and Technology Endowment Fund (USISTEF), the Joint Clean Energy Research and Development Centre (JCERDC) program, and the PACEsetter Fund. There are other bilateral programs supported through external funding from federal agencies and industry in project mode.

Details of the IUSSTF & USISTEF and other activities may be seen at www.iusstf.org;

The operation of the IUSSTF under the leadership of the bilateral IUSSTF governing board and its co-chairs, is managed by the Executive Director (ED). ED is responsible for the administration of scientific projects/grants/activities, fiscal oversight, coordination of its activities, along with the fund raising activities, and other services.

The Executive Director is assisted by the IUSSTF's Secretariat staff. The ED also serves as the Executive Secretary of USISTEF as well as the primary program lead for all contracted programs.

Function of the Position

Foremost, the Executive Director (ED) must represent and promote science, technology, and innovation priorities and interests of both countries: the United States of America and India. The ED must strengthen the ST&I relationship through implementation of various bilateral programs, outreach and networking, support to policy dialogues such as but not limited to bilateral Joint Council Meetings & all bilateral engagements which have a strong component of Science & Technology.

The ED should:

- Identify and propose areas of focus for S&T interventions for consideration by the respective Boards with equal involvement of the S&T communities in both countries, and as a part of any bilateral initiatives.
- Conceptualize and recommend annual and multi-year plans detailing on-going and potential new activities, programs and other events that implement the vision and achieve mission goals as outlined by the two Boards representing the two distinct entities.
- Facilitate and promote bilateral interaction of government, academia, and industry through science and technology initiatives.
- Establish and nurture linkages with industry in both countries.

Responsibilities

Within the authority delegated by the two Boards (IUSSTF and USISTEF), and in open and periodic consultation with both co-chairs of each of the two Boards, the incumbent has the following responsibilities:

Board Governance and Support

- Lead the Secretariat of the IUSSTF and USISTEF in a manner that supports and guides the missions as established by the two Boards.
- Communicate effectively with the Boards by providing all information necessary, in a timely and accurate manner, to enable the Boards to function properly and make informed decisions.
- Maintain records of board meetings, decisions and policies and make them available to board members and their staffs.
- Assist new board members with orientation, knowledge and information sharing, clarification of roles, including board transition management.

Mission and Strategy

- Proactively identify areas of focus for ST&I cooperation between the United States and India based on policy changes and other developments, and share findings with Board members.
- Address the needs of the ST&I communities in both countries.
- Outline a strategy that supports the overall vision and mission laid out by the two Boards with regard to the IUSSTF, USISTEF and other associated programs.
- Design an implementation roadmap to deploy initiatives that support this strategy.
- Propose multi-year and annual plans for each of the programs to the respective Boards, either directly or through the co-chairs, incorporate their guidance, and only upon board approval, implement the plans through Secretariat staff.

Project Management and Operations

- Oversee the smooth functioning of the Secretariat and programs, and identify and address operational issues.
- Implement IUSSTF and USISTEF programs, activities, and grants in keeping with the missions of the two S&T Boards.
- Monitor and evaluate the Secretariat's activities in support of the achievement of the vision for each of the programs it manages.

- Provide quarterly and annual reports on the progress of the IUSSTF and USISTEF's activities to Board members throughout the year, as well as to other managed programs.
- Manage and implement an effective merit review and selection process for IUSSTF applications and USISTEF grants that provides external technical and business reviews of all scientific projects, and which takes into consideration the guidelines of the Board regarding the conduct of such selection processes.
- Conduct and/or supervise the review of interim reports from USISTEF grantees, negotiate revisions and/or additional research requirements and perform on-site monitoring visits when necessary, and review final project reports and prepare the required reports for internal use.
- Propose the business case for taking on extramural and other additional programs to the Board either directly or through the respective co-chairs, incorporate their guidance and, only upon board approval, implement through Secretariat staff.
- Ensure synergy between the varying missions and functions of the IUSSTF, USISTEF, and extramural programs. Oversee all Secretariat preparations for Board meetings and share the proceedings of the meeting with all the participants on a timely basis.
- Willingness to travel extensively.

Financial Oversight

- Work with staff to develop and submit to each Board, as well as other programs' entities and any relevant committee(s) formed by those Boards in a timely fashion, a proposed annual budget and financial statements that accurately reflect the financial health of the organization in sufficient detail.
- Implement the guidelines of the Board/Committees to ensure effective and transparent financial practices.
- Ensure that resources are utilized efficiently and effectively within the approved budget and in support of the organization's mission.

Staff Management

- Oversee the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that clearly-defined job descriptions are developed and regular performance evaluations are conducted.
- Maintain a work environment that attracts, retains, and motivates a diverse staff of top quality.
- Delegate authority to staff as appropriate to maximally utilize staff skillsets and more effectively achieve the programmatic and technology commercialization missions of the IUSSTF and USISTEF, respectively.

Communications and Outreach

- Act as the common link for collaboration between the two governments on science and technology and strive to build positive relationships between the U.S. and Indian scientific communities.
- Develop contacts with Indian and U.S. academic and government institutions, scientific and professional organizations and societies, and industry.

- Build awareness of the IUSSTF and USISTEF's activities among the two science, technology, innovation and entrepreneurial communities.
- Effectively communicate the IUSSTF and USISTEF's successes to serve as inspiration for future ST&I collaborative activities.
- Build and leverage strong connections through outreach to academia, industry and the government for networks, partnerships and garnering funds in support of U.S.-India S&T ST&I collaboration.
- Use technology to further the objectives of the U.S.-India ST&I collaboration and information sharing.
- Seek external funds through outreach to Indian and U.S. academic, business, and civil society, on behalf of the organization

Annual Evaluation

The IUSSTF board will offer a formal annual appraisal of ED's performance.

Contract

IUSSTF board reserves the right to terminate the contract at any time with three months' notice. The employee may also do the same with three months' notice.

Competencies

PROFESSIONALISM: Demonstrated passion for science and technology. Knowledge of the ST&I landscape in the United States and India. Proven ability to implement effective communication and outreach campaigns and to develop products and activities targeting the science, technology, and entrepreneurial communities; ability to identify communications opportunities and problems, to propose solutions to problems, and to articulate these to clients. Ability to make decisions with an eye on the impact on others and on the organization, and to apply rules, regulations, policies and guidelines in work situations. Show pride in work and in achievements; demonstrate professional competence and mastery of subject matter; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be motivated by professional rather than personal concerns; show persistence when faced with difficult problems or challenges; remain calm in stressful situations.

COMMUNICATION: Speak and write clearly in English. Effectively listen to others, correctly interpret messages from others and respond appropriately; ask questions to clarify; exhibit interest in having two-way communication; tailor language, tone, style and format to match audience; and demonstrate openness in sharing information and keeping people informed.

ACCOUNTABILITY: The ED is accountable to the IUSSTF Board. ED must take ownership of all responsibilities and honor commitments; deliver outputs for which one has responsibility within prescribed time, cost and quality standards; operate in compliance with IUSSTF organizational Rules and Regulations and By laws, and USISTEF Statement of Operations; support subordinates, provide oversight and take responsibility for delegated assignments; take personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

LEADERSHIP: Serve as a role model that other people want to follow. Empower others to translate vision into results; be proactive in developing strategies to accomplish objectives; establish and maintain relationships with a broad range of people to understand needs and gain support; anticipate and resolve conflicts by pursuing mutually agreeable solutions; drive for change and improvements; do not accept the status quo; show the courage to take unpopular stands. Provide leadership and take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrate knowledge of strategies and commitment to the goal of gender balance in staffing.

MANAGING PERFORMANCE: Delegate the appropriate responsibility, accountability and decision-making authority; make sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judge the amount of time and resources needed to accomplish a task and match task to skills; monitor progress against milestones and deadlines; regularly discuss performance and provide feedback and coaching to staff; encourage risk-taking and supports creativity and initiative; actively support the development and career aspirations of staff; appraise performance fairly.

Nationality:

The applicant should be an Indian or U.S. citizen only. Dual citizens are also acceptable.

Essential Qualifications:

Ph.D or Masters in the Sciences, Engineering and Medicine.

Desirable Qualifications: Degree in Management.

Work Experience:

I). **For Ph.D in the Sciences, Engineering or Medicine:** At least 15 years of experience in planning, monitoring and coordination of science and Technology programmes in Government, Industry, academia or National /International research laboratories, with at least 05 years proven management experience in senior levels and exposure of having studied or worked in both India and the United states or associated with Indo-U.S joint science, technology & entrepreneurial activities/programmes.

II). **For Masters in the Sciences, Engineering or Medicine:** At least 20 years of experience in planning, monitoring and coordination of science and Technology programmes in Government, Industry, academia or National /International research laboratories, with at least 05 years proven management experience in senior levels and exposure of having studied or worked in both India and the United states or associated with Indo-U.S joint science, technology & entrepreneurial activities/programmes.

Age Limit:

The Age limit should be up to the age of 56 years at the time of notification of the position. The cut-off date for determining the age limit shall be November 30th, 2018.

Tenure of Appointment:

3 years with possibility of extension(s). The position will be filled up on contractual/deputation basis.

Duty Location:

New Delhi, India. The position requires travelling in India and the United States.

Compensation Package:

- Salary will be commensurate with experience and corresponding to the position of Scientist “G” or “H” prevailing in Scientific Ministries / Departments in India.
- Other benefits include leased accommodation in Delhi or House Rent Allowance (HRA) in lieu of; Medical Health & Accidental insurance, Medical Allowance, Leave Travel Allowance, Official Transport, Pension / Employee Provident Fund, Gratuity as per the rules of IUSSTF.
- The selected candidate will be offered appropriate position corresponding to either Scientist “G” or “H” with an Annual Compensation Package ranging between Indian rupees 4.5 million to 5.5 million per annum depending upon qualification, experience and other credentials.
- Salary will be paid in Indian rupees, which is taxable as per Govt. of India rules.

Languages:

Professional verbal and written fluency in English.

Application Procedure: Interested persons should send their applications to **recruitments@indousstf.org** in the prescribed IUSSTF application format with a 500 words vision statement on the future of the IUSSTF and at least 3 references.

The final short-listed applicants would be required to submit a “**No Objection Certificate**” (NOC) from their respective parent organisation.

For details on the position description and prescribed application format, please visit the “**Announcements**” section at **http://iusstf.org**

Application deadline is 23:59 hrs IST on November 30th, 2018.