

Job Description: Grant Manager

Grant Manager

Position: Grant Manager
Department: Infosys Centre for Artificial Intelligence (CAI)
Reports to: Head CAI
Salary: 5.4 LPA (Consolidated)

About Infosys Centre for Artificial Intelligence (CAI):

The Infosys Centre for Artificial Intelligence (CAI) is a leading research hub dedicated to advancing AI technologies and their applications. We collaborate with industry partners, academic institutions, and research organizations to drive innovation and excellence in AI research.

Position Overview:

We are seeking a dedicated and detail-oriented Grant Manager to join our team. The Grant Manager will play a crucial role in ensuring the smooth operation, documentation, center finances and submission of Utilization Certificates for sponsored projects. This position involves close collaboration with the IRD (Institutional Research and Development) offices to support the Infosys Centre for Artificial Intelligence (CAI).

Key Responsibilities:

1. Project Management:
 - Ensure compliance with grant requirements and institutional policies.
 - Monitor project timelines, budgets, and deliverables.
2. Documentation and Reporting:
 - Maintain accurate and up-to-date project documentation.
 - Prepare and submit Utilization Certificates and other required reports.
 - Ensure timely and accurate reporting to funding agencies and stakeholders.
3. Collaboration with IRD Offices:
 - Work closely with IRD offices to facilitate project approvals, amendments, and renewals.
 - Coordinate with IRD for financial and administrative support.
 - Ensure effective communication between CAI and IRD offices.
4. Financial Management:
 - Monitor project budgets and expenditures.
 - Ensure proper allocation and utilization of funds.

- Assist in financial reporting and audits.
5. Compliance and Risk Management:
- Ensure compliance with all relevant regulations and guidelines.
 - Identify and mitigate risks associated with grant management.
 - Implement best practices for grant administration.
6. Stakeholder Engagement:
- Serve as a primary point of contact for project stakeholders.
 - Facilitate communication between researchers, funding agencies, and administrative offices.
 - Address inquiries and provide support to project teams.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Business Administration, Finance, Research Administration).
- Proven experience in grant management, research administration, or project management.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and grant management software.
- Attention to detail and a high level of accuracy.
- Ability to work collaboratively in a team environment.

Preferred Qualifications:

- Master's degree in a relevant technological field.
- Experience working in an academic or research institution.
- Familiarity with AI research and related technologies.
- Knowledge of institutional policies and grant regulations.

How to Apply:

Interested candidates can apply <https://forms.gle/uxNEhUoso1tuRPLT8> by **July 14th, 2024**.

Infosys Centre for Artificial Intelligence (CAI) is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.