JOB DESCRIPTION:
ASSOCIATE PROGRAM OFFICER/ PROGRAM OFFICER
BIOMEDICAL RESEARCH AND INNOVATION (BRI)

About Blockchain For Impact (BFI)

Blockchain For Impact (BFI) is a catalytic funder committed to creating transformative change in India's health system. BFI supports multi-sectoral collaborations to bridge gaps across research, innovation, and implementation of innovation to help improve public health. Under its Biomedical Research & Innovation vertical, BFI has launched a few programs, including the **BFI-BIOME Virtual Network**, a collaborative platform bringing together academia, industry, clinicians, startups, and policymakers to advance biomedical innovation and translation.

Role Overview

BFI is seeking a motivated and scientifically grounded professional to support the planning, implementation, and coordination of programs under the BFI-BIOME Virtual Network. The role involves assisting with grant evaluation and management, data collection and analysis, stakeholder coordination, and ecosystem building activities to advance biomedical translational research. The Associate Program Officer / Program Officer will work under the Managing Director and **closely support the Program Director, senior team members, internal teams, and external partners** to help ensure effective delivery of program outcomes.

KEY RESPONSIBILITIES

Program Leadership & Management

- **Program Design & Grant Support:** Assist senior team members in designing, launching, and implementing programs under the BFI-BIOME umbrella. Help manage the grant lifecycle, including calls for proposals, reviews, awards, compliance, monitoring, and reporting. Support tracking of project progress and assist in evaluating impact against program objectives.
- **Grant Review & Due Diligence:** Support the evaluation of grant proposals for scientific merit, innovation, feasibility, and alignment with BFI priorities. Help coordinate peer review processes, assist with scientific due diligence, and support leadership in funding decision making.
- **Data Collection & Analysis:** Assist in collecting and analysing data from internal systems, external databases, surveys, and market reports. Support tracking of global and national trends in biomedical R&D, emerging technologies, startups, and industry research to generate insights for program planning.

- **Stakeholder Engagement & Partnerships:** Help identify, coordinate, and maintain relationships with stakeholders across the biomedical innovation ecosystem. Support senior team members in facilitating collaborations, identifying shared research interests, and enabling joint initiatives.
- **Community Building & Networking:** Assist in building and sustaining the virtual network by supporting webinars, workshops, and virtual events. Help facilitate member engagement, collaboration, and knowledge exchange.
- **Resource & Knowledge Sharing:** · Support efforts to promote sharing of expertise, tools, best practices, and resources within the network to help accelerate research and innovation.
- **Strategic Communications & M&E:** Assist with preparing updates, briefs, and newsletters. Support the development and tracking of metrics, performance monitoring, and evaluation of program effectiveness.
- **Continuous Learning & Team Support:** · Stay updated on advancements in biomedical research and innovation and assist with other biomedical innovation or operational tasks at BFI, as required by the Program Director and senior leadership.

QUALIFICATIONS & SKILLS

Education & Experience

- **Associate Program Officer:** Bachelor's degree (BSc/BS/BTech) with a minimum of 2 years of experience, or a Master's degree in biomedical sciences, life sciences, or a related field.
- **Program Officer:** BTech with 5 years' experience, Master's degree with a minimum of 3 years' experience, or a PhD in a relevant discipline.

Core Skills

- Good understanding of biomedical R&D, translational research, and emerging technologies.
- Strong analytical and critical thinking skills, with the ability to support data interpretation.
- Familiarity with research databases, data analysis, and visualization tools.
- Clear written and verbal communication skills.
- Ability to support multiple tasks and timelines with attention to detail.
- Collaborative, team-oriented approach with sound problem solving abilities.

How to apply:

To apply, please visit the career page on the BFI website.