

JOB DESCRIPTION : ASSOCIATE PROGRAM FELLOW / PROGRAM FELLOW (SHORT-TERM)

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 to improve public health outcomes.

Under its Biomedical Research & Innovation vertical, BFI runs initiatives such as 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 for a **short term engagement (up to 6 months)** to support the operation, execution, and coordination of programs under the BFI-BIOME Virtual Network.

This is a **hands-on, execution focused role** suited for individuals who can work in a fast paced environment and contribute to program delivery within defined timelines. The selected candidate 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 Execution & Grant Support

- Support the **implementation** of ongoing programs under the BFI-BIOME umbrella
- Assist in managing components of the **grant lifecycle**, including calls for proposals, review coordination, monitoring, and reporting
- Track project progress and support evaluation of outcomes against defined milestones

Grant Review & Scientific Due Diligence

- Assist in the evaluation of grant proposals for **scientific merit, innovation, feasibility, and alignment with BFI priorities**
- Coordinate peer review processes and support scientific due diligence
- Contribute to synthesis of reviewer feedback and internal decision making processes

Data Collection & Insights

- Collect and analyze data from internal systems, external databases, and secondary research
- Track **global and national trends** in biomedical research, emerging technologies, and innovation ecosystems
- Generate actionable insights to support program planning and strategy

Program Activities

- Support execution of **webinars, workshops, and/or virtual convenings** under the BFI-BIOME network
- Assist in coordinating meetings, follow ups, and collaborative activities

Communications & Monitoring

- Assist in preparing **program updates, briefs, and knowledge materials**
- Support tracking of key metrics and program performance indicators

Expected Outcomes (During the 6 Month Period)

- Effective support in execution of programs or grant cycles
- Contribution to **insight generation (reports, briefs, or analysis)** for program strategy
- Smooth delivery of **events, reviews, and program milestones within timelines**

Qualifications & Skills

Education & Experience

Associate Program Fellow

- Bachelor's degree (BSc / BTech) with ~2 years of experience, or Master's in biomedical/life sciences or related field

Program Fellow

- BTech with ~5 years' experience, or Master's with ~3 years' experience, or PhD in a relevant discipline

Core Skills

- Understanding of **biomedical R&D, translational research, and innovation ecosystems**
- Strong analytical and critical thinking abilities
- Familiarity with research databases and data analysis
- Clear written and verbal communication skills
- Ability to manage **multiple tasks within short timelines**
- Collaborative, proactive, and detail oriented approach

Engagement Details

- **Duration** : Up to 6 months (with potential for extension based on performance and program needs)
- **Location** : Remote/hybrid

How to apply :

To apply, please visit the [Career page](#) on the BFI website