

**Application for the position of Laboratory Manager at TTCRC (Tata Medical Center)**

**Last date of Application: 31/12/2019**

**TTCRC**

The Tata Medical Center (TMC) is a not for profit dedicated cancer hospital based in the New Town development in Kolkata. It is one of its kind in eastern India. The Tata Translational Cancer Research Centre (TTCRC) is a research institute within TMC. TTCRC is creating a stimulating environment where clinicians, scientists and industry can work together to develop indigenous solutions for patients with cancer in India. The research laboratories are housed over 3 floors in a building adjacent to the main hospital and house state of the art facilities. Currently over 40 people are working within the facility.

**The Post**

The post provides support for the laboratory research in genomics, proteomics molecular and cellular biology in the field of cancer. The post holder is responsible for all aspects of the smooth functioning of the work of the research centre. Key responsibilities include the management of budget and expenditure; help with procurement; maintain equipment and infrastructure and the management of support staff. Additional tasks include organising and supporting teaching and other academic functions of the centre.

**Team Work & Supervision**

The post holder reports to the Director and Associate Director. The post is supported by an administrative assistant, secretary and research support officer.

**Required Qualifications and Experience**

The candidate is expected to have a PhD in a biological discipline with postdoctoral experience. S/he should demonstrate evidence of management experience within a multidisciplinary capacity. There needs to be familiarity with the use of word processing, spreadsheets and finance management. A good command of English and the ability to liaise effectively with internal staff and external collaborators.

**Salary**

Salary will be according to the experience of the candidate and as per TTCRC scales

## Enquiries

Informal enquiries to [sukanya.guha@tmckolkata.com](mailto:sukanya.guha@tmckolkata.com)

### What are we looking for?

- An energetic, enthusiastic individual capable of managing a research lab
- A team player
- A vision for the future and a commitment to building a resource that will benefit patients with cancer in India

Job related knowledge/ aptitude, skills, etc.	Requirements	Essential / desirable	How identified
<b>1. Disposition / Attitude</b>	a. Flexible b. Self-motivated c. Hardworking d. Willing to learn new skills e. Work as part of a team	a. Essential b. Essential c. Essential d. Essential e. Essential	Application form CV Profile Interview References
<b>2. Education / Qualifications</b>	a. A PhD in a relevant discipline (e.g. Molecular biology)	a. Essential	Certificates Application form CV
<b>3. Experience</b>	Experience in research a. Cellular and molecular Biology	a. Essential b. Essential c. Desirable	Application form CV, Publications Interview References
<b>4. Special Knowledge and Ability</b>	a. Writing Grant and manuscript b. Ability to work independently within an agreed framework c. Maintaining laboratory expense and stocks d. Ability to organise and prioritise own work e. Good communication skills f. Ability to maintain good laboratory records g. Computer literacy (Word, Excel, Endnote, PubMed, etc.)	a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential	Application form CV Interview References

You may apply on line or email or post your application by 31<sup>st</sup> December 2019 to :

**Mr Suvasish Mukherjee, Head Human Resource, Tata Medical Center, 14 MAR (EW), New Town, Rajarhat, Kolkata – 700160**

Email – [suvasish.mukherjee@tmckolkata.com](mailto:suvasish.mukherjee@tmckolkata.com)

