

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

Last date of Application: 4/6/2020

Appointing Organisation

Tata Translational Cancer Research Centre
Tata Medical Center, Kolkata

The Tata Medical Center and the Tata Translational Cancer Research Centre

The Tata Medical Center (TMC) is a multispecialty institution for tertiary cancer care based in New Town, Kolkata. At TMC, clinical and research activities are integrated to provide state-of-the-art care for patients with cancer. This integration is enabled by the Tata Translational Cancer Research Centre (TTCRC), the research arm of TMC. TTCRC is within a dedicated academic space and spread over 3 floors. At TTCRC, a multidisciplinary team of clinicians, scientists, academics and industry professionals collaborate to develop a systems medicine approach in cancer research. This approach is focussed on developing innovative, indigenous, cost-effective and equitable strategies to improve cancer diagnosis; develop treatments that match disease characteristics and are adapted to treatment response; and, identify prognostic and predictive disease biomarkers. These strategies are multi-dimensional and involve an iterative pathway that include clinical studies, high-throughput laboratory investigations, computational strategies to integrate, analyse and model data, hypothesis-based pre-clinical studies and evidence-based translation of findings to clinical practice. For additional information on work at TTCRC, visit <https://tinyurl.com/TTCRC-systems-medicine> and <https://tinyurl.com/TTCRC-childhood-ALL>

The Position

This is a key position within the research infrastructure. The research groups include biorepository, clinical research unit, cell biology and genomics. In addition there are administrative as well as domestic staff who support the centre. Dedicated laboratory spaces are on floors 2 and 3 and office space/meeting rooms are on floor 4. The ground floor has a reception area with adjacent meeting room. Your primary responsibility will be to provide management support for the laboratory research in genomics, proteomics molecular and cellular biology in the field of cancer. The post holder will interface with the clinical and laboratory teams to facilitate all aspects of research management. In detail, the post holder is required to manage the ordering for the lab, maintaining budget, writing and reviewing grants, manuscripts, recruitment and liaising with HR and Finance.

The post holder will have a designated desk and computer.

Minimum required qualifications/experience

MSc in Biological Sciences, including Life Sciences, Biotechnology, Cell & Molecular Biology, Microbiology and Pharmacology, a PhD is desirable.

Appointment and reporting

Appointment to the position will initially be for 3 (three) years. The first year is probationary Confirmation in the position and progression to years 2 and 3 is subject to satisfactory review of performance through periodic appraisals of performance. Appraisals will also determine salary increments and promotions. The consolidated monthly salary is based on experience and qualification. Promotion and review of salary is performance based. The position is funded by a centre grant from the Tata Consultancy Services. The successful applicant will respond to the group leads and report to the Director and Associate Director.

Enquiries

(a) For further details on TMC and TTCRC, visit www.tmckolkata.com

(b) Submission of applications by post or by e-mail to:

Mr Suvasish Mukherjee; Head, Human Resources; Tata Medical Center; 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160
e-mail: suvashish.mukherjee@tmckolkata.com

(c) For informal enquiries,

Ms Sukanya Guha (sukanya.guha@tmckolkata.com)

| Knowledge/Aptitude/Skills | Requirements | Essential / desirable | How identified |
|-----------------------------------|---|--|--|
| 1. Disposition / Attitude/ | a. Integrity b. Flexibility c. Motivated d. Committed e. Willing to learn new skills f. Works as part of a team g. Receptive to new ideas h. Capable of independent work & to an agreed plan i. Good time management j. Organised, able to prioritise responsibilities k. Works to high technical and quality standards | a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential h. Essential i. Essential j. Essential k. Essential | Application form CV Profile Interview References |
| 2. Education | a. PhD in a relevant discipline b. Masters in a relevant discipline | a. Desirable b. Essential | Certificates CV |
| 3. Experience | a. Experience in research b. Experience in Lab Management | a. Essential b. Desirable c. Desirable | Application form, CV Publications Interview References |

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| 4. Skills and Ability | <ul style="list-style-type: none"> a. Writing Skills b. Ability to work independently within an agreed framework c. Maintaining laboratory supplies and accounts d. Ability to organise and prioritise own work e. Good communication skills f. Critical thinking g. Problem solving skills h. Work harmoniously within a multidisciplinary setting i. Skilled with word processing, spreadsheet software | <ul style="list-style-type: none"> a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential | <ul style="list-style-type: none"> Application form CV Interview References |
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