

Terms of Reference

About Medi valley Incubation Council

The innovation arm of the pioneering medical device manufacturing ecosystem, the Andhra Pradesh MedTech Zone (AMTZ), Medi Valley Atal Incubation Centre is funded by NITI Aayog under the Atal Innovation Mission. Medi Valley is the only facility in the country dedicated to health technology and located within the medical devices manufacturing epicenter. Mentored by stalwart researchers, technology and innovation champions, leading manufacturers and eminent policy makers, Medi Valley handholds innovators along all stages from ideation to manufacturing. Enabling full access to AMTZ and its group of institutions, scientific, regulatory, manufacturing and trade facilities, Medi Valley is the only one of its kind in MedTech, Techno-Business Incubation, Need and Priority based Innovation and beyond.

Medivalley Lab's accreditation from NABL, BIS, and CDSCO is a testament to its commitment to quality, safety, and regulatory compliance in the field of medical testing and healthcare services. Medical Technology Innovation is a multidisciplinary approach in encompassing aspect of several fields of science and engineering. Medi Valley has established state-of-the-art laboratory facility where innovators can tinker with their ideas in all domains of biomedical engineering.

Company Website:

<http://amtz.in/>

<http://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title

Scientist– MVIC

1. Coordinate startup onboarding, partner interactions, Lease Deed documentation, workspace allocation, and incubation activities in line with management and Startup Advisory Committee (SAP) approvals.
2. Manage the CEO's meeting calendar by scheduling internal and external meetings, coordinating campus visits, preparing daily schedules, and ensuring effective communication with stakeholders.
3. Liaise with internal departments, external partners, and project teams to facilitate meetings, site visits, and operational coordination.
4. Support project execution by coordinating with the CTO and project teams on technical activities, including signal processing, product design, and project implementation, as per project requirements.
5. Monitor project progress, maintain documentation, and provide periodic status updates and reports.
6. Ensure timely follow-up on assigned tasks, maintain operational records, and support strategic initiatives.

Qualifications & Experience

1. Qualification: Biomedical Engineering
2. Experience: Minimum 5 years of experience in the relevant field
3. Technical Skill Set: Documentation, organization of meetings, project management, HR Management.
4. Must have domain expertise in Office Management.
5. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
6. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
7. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
10. Willingness to Travel.
11. Age up to **40** years.