

Job Description

Job Title: Program Manager/Coordinator

Applications are invited to a full-time position as the Program Manager/Coordinator who needs to facilitate conference planning and management, liaise with funding agencies, sponsors, conference delegates, and participants to coordinate the event. The candidate will also have to coordinate new initiatives, degree programs, lab and research management, outreach activities, etc.

To apply: Please fill the [online form](#)

Key Responsibilities:

- Liaise with funding agencies, sponsors, collaborators, and academic or industry partners.
- Organize and coordinate national and international scientific conferences, workshops, and seminars, managing all aspects including logistics, scheduling, speaker coordination, venue arrangements, budgeting, registration, and attendee communication.
- Maintain effective communication with conference delegates, invited speakers, and participants.
- Assist in the planning, execution, and monitoring of academic and research programs, including newly launched initiatives and degree programs and coordinate activities across departments and labs, ensuring alignment with organizational goals.
- Support laboratory administration, including procurement coordination, compliance monitoring, and maintenance of scientific equipment and consumables.
- Assist in research project management by tracking deliverables, helping with technical documentation, and managing timelines.
- Prepare periodic reports, presentations, and updates for internal and external stakeholders and maintain detailed records of projects, meetings, and correspondences.
- Apply domain knowledge (preferably in physics, nanoscience, semiconductors, or quantum technologies) to ensure scientific relevance in all initiatives.
- Assist in reviewing technical content, facilitating expert discussions, and maintaining scientific accuracy in all communications.
- Promote interdisciplinary engagement and public awareness on advanced scientific topics in nanoscience and quantum technologies.
- Lead outreach programs aimed at fostering public interest and understanding of quantum technologies through interactive events, school collaborations, and science communication activities.
- Perform duties assigned by the CPE.

Essential Qualifications:

Doctorate in any discipline of science and engineering but preferably physics/nanoscience/semiconductors/quantum science and technology. Those with Master's in engineering / physical sciences with experience of managing scientific / technical programs can also apply. The candidate should have an excellent oral and written communication skills in English.

Preference: Knowledge of semiconductors/solid state physics/quantum physics/ quantum technology/ nanoscience related disciplines/topics along with research management experience will be preferred.

Age: 25 to 40 years



Remuneration: The salary will be fixed within INR 50,000 to 85,000/ per month (consolidated) based on qualification, experience, and suitability of the candidate. The position is full-time, temporary, and contractual.

Job Location: Quantum Research Park (QuRP), Indian Institute of Science, Bangalore.

Deadline for submission: 29th June 2025, 11:55 PM

Quantum Research Park (QuRP)

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