

**POWER GRID CENTER OF EXCELLENCE IN CYBERSECURITY in POWER
TRANSMISSION AND GRID OPERATION
Indian Institute of Science, Bangalore-560012**

Job Description

Foundation for Science Innovation and Development (FSID) at the Indian Institute of Science (IISc) and Power Grid Corporation of India Limited (PGCIL) have entered into a partnership to establish the “POWER GRID Center of Excellence (CoE) in Cybersecurity in Power Transmission and Grid Operation”, to enable continuous R&D on cybersecurity program matching with the emerging requirements in the field of transmission and grid operation that would lay a strong foundation for achieving excellence in Cybersecurity of Operational Infrastructure. This facility would engage in R&D aspects of the cybersecurity of power systems.

Designation	Administrative assistant
Responsibilities	<p>Carry out the administrative aspects of the new “Power grid center of excellence in cybersecurity” an interdisciplinary world-class R&D center at IISc. This includes the following.</p> <ul style="list-style-type: none"> • Coordinating office activities and operations to ensure efficiency and compliance to company policies • Support delivery of CoE initiatives through co-ordinations with internal and external stakeholders and participants • Regularly review office supply, equipment and facilities, and replenish as necessary • Assist with CoE’s expenditures by interfacing with Accounts team and handle direct payments for small amounts • Schedule and track meetings and appointments, and book flights and travel arrangements • Host online events on platforms such as Microsoft Teams, Zoom, WebEx etc., provide participation reports, certifications to participants, etc • Co-ordinate for physical events, including preparation of publicity materials, arrangement of suppliers, event day facilities, etc • Create and update records and databases with personnel, financial and other data • Submit timely reports and prepare presentations/proposals as assigned • Manage email campaigns using platforms like Zoho • Manage and periodically update CoE website • Update content on CoE’s social media channels <p>Minor video editing prior to upload of videos to social media</p>
Employment type	Full-time, fixed-term contract for a period of three years, initially with probation of six months. Based on requirements and performance, the contract can be extended by mutual consent.
Remuneration	Commensurate with experience and skill set
Location	IISc, Bengaluru
Education	Graduate degree in any discipline

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Experience level	Overall relevant experience of 2+ years
Soft skills	<ul style="list-style-type: none">• Administrative experience• Computer skills, Office365, English & Hindi both spoken and written• Outstanding interpersonal skills• Accurate, communicative, organized, flexible, Service-minded, stress tolerant, ability to prioritize.
Selection Process	After the closing date, the applications will be screened, and shortlisted candidates will be called for personal interviews. IISc and FSID reserve the right to interview only a subset of the candidates.
How to Apply	Please send your CV with the email Subject Line: PGC OE Administrative assistant with a cover letter and any other relevant supporting documents as a single PDF document to apply.pgcoe@iisc.ac.in Or call Ph. No.+91 80 22933556.
Closing date	March 25th, 2023, 11.59 pm.