

CECOS UNIVERSITY JOB DESCRIPTION

Position Title	Manager Research Management
Department	ORIC
Reporting To	Director

POSITION DESCRIPTION

The Research Office supports the externally and internally sponsored projects of the institution by providing pre-and post-award support to PIs and ensuring compliance with Temple and sponsor regulations. The person will work in close liaison with the board of advance studies and research or office of sponsored research.

The Manager of Research Management provides the overall vision of the University's research portfolio. The focus of this position is to foster collaborations among research faculty across departments/ institutes and to support the mentorship of junior faculty. Develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationships with donors and stakeholders, and oversee proposal development and submission. Relevant experience as below is mandatory.

Required Qualification, Experience and Skills

Qualifications & Experience

- Master's degree (18 years of education) in a relevant field from HEC recognized University/institution
- Applicants must have a minimum of 05 years of relevant experience in research administration, grant management, or related academic projects.”

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Proactive problem solving	High
2.	Demonstrated proficiency in project management, including budgeting, planning, execution, delivery, quality assurance, and reporting.	Medium
3.	Superb planning, coordination, and leadership skills	High
4.	Ability to communicate with stakeholders from diverse functional areas, and convey complex data in tangible business terms.	High
5.	Masterful analytical skills, including the ability to distill useful findings from a body of data, relating findings to external factors and context, and unearthing patterns of findings, discerning which are useful.	High
6.	Excellent written and oral communication skills including proven success in ability to present ideas and concepts effectively and persuasively.	High
7.	Demonstrated expertise communicating with and managing relationships with external research vendors	Medium
8.	Excellent project management skills including demonstrated ability to set and manage priorities and multiple tasks	High

9.	Outcomes and deadlines oriented	High
10.	Excellent attention to detail	High
11.	Organized and process-oriented	High
12.	Solid understanding of cutting-edge research areas and what it takes to shift interest	High
13.	Ability to deliver high quality work, quickly in a dynamic organization under time pressure	High
14.	Ability to “lead from behind” with keen understanding and skills in relationship building and stewardship of network-dependent initiatives	High
15.	Ability to effectively use content management systems, social media, Microsoft Office Suite; Google Workplace	High
16.	Demonstrated ability to creating real impact within a networked, cross-organizational environment	High
17.	Commitment to green solutions	Medium

DUTIES AND RESPONSIBILITIES

- Prepare Annual Calendar for required events/ activities.
- Devise and submit the 5-year strategic plan for Research Excellence and ensure its proper compliance.
- Submit a report (bi-monthly) on the research management progress and challenges of the university.
- Preparation and Completion of HEC-Annual report (i.e., “Research Excellence” and “Capacity Building” sections), every year by 30th June.
- Develop, maintain, and communicate pre-and post-award administrative procedures for externally sponsored Research/ Projects.
- Arrange/ conduct seminars, conferences, and training programs for faculty awareness and research excellence.
- Arrange Civic Engagement Events / Initiatives on Issues of Public Concern with the departments.
- Support faculty with grant proposal submissions in conjunction with Sponsored Projects Administration (budget development; award documentation; administrative portions of proposals; internal approvals; monitor issues around effort, cost-share, space needs, and tuition remission)
- Support faculty regarding contracts, progress reports, and other sponsor-related grant actions. Research Links established with other HEIs / Corporate Sector / Industry / Community (National / International)
- Support faculty regarding post-award grant management, including projections, effort allocations, and reporting, human resources, consultants, and close-outs.
- Develop and maintain Policy Advocacy or Case Studies to be Presented to private/ public Departments at the local/ national/ international levels.
- Coordinate internal and external reporting needs, including maintenance of the University’s Research/ Projects database.
- Develop and maintain the award process for the University’s research articles/ trainings/ policies and maintenance of the record in the database.
- Execute Consultancy Contracts through ORIC with Industry, Commerce, or Government.
- Develop Liaison with the University's Board of Advance Studies & Research (BAS&R)

- Work with the Director to set goals and responsibilities within the research office and monitor procedural efficiencies.
- Identify a programmatic strategy for research that promotes multidisciplinary collaboration within the university.
- Facilitate collaborations among faculty through identifying overlapping research interests and providing opportunities to communicate.
- Provide information about the grant process to faculty including study section procedures, interpreting reviews, and identifying appropriate funding mechanisms.
- Develop and maintain research cores and infrastructure within the institute including web pages, internal grant review procedures, and statistical support.
- Communicate with Development at both university/ institute/ departmental levels about research initiatives and strengths.
- Keep track of research projects, organizations, or research donor agencies. Research products / process / prototype information sharing with the I&C-section for industrial scale testing or prototype development
- Oversee all aspects of the Research operations and development of the ORIC.
- Budgeting, auditing, and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts, and human resources.
- Assist Institutional Research Board and report the minutes of the meetings.
- Develop and Maintain Monthly progress reports and finalize the ORIC Annual report's section "RESEARCH EXCELLENCE".

Any other: Perform any duty assigned by the Director ORIC.