

Job Description



Position Title	Assistant Manager, Research Administration and Finance
Department	Office of Research
Reporting To	Assistant Director, Research and Faculty Development
Type of Position	Full Time

POSITION DESCRIPTION

This is a key position in the Office of Research that involves exploring, inviting, managing, and processing all research activities at Habib University. Assistant Manager, Office of Research will be the principal liaison for HU community with internal and external stakeholders for successful realization of Habib University's faculty research projects. The role includes administration of both internal and external grants, and requires knowledge/experience of engaging with external funding agencies and ensuring all guidelines are followed for the utilization of grants whether it is pertaining to financial expenditure and reporting, procurement and human resources.

The Office of Research (OoR) has its primary mission to support and increase the scope and impact of research and scholarship conducted at Habib University for all faculty members in order to achieve institutional goals. Habib University values research that is relevant to the issues and challenges of our national and regional context, and specifically the research that provides opportunities for undergraduate student participation in a meaningful way. Habib University provides a rich environment to its faculty members to develop a niche in applied research in teaching and learning.

DUTIES AND RESPONSIBILITIES

- ✓ Assist the OoR team in managing research applications and keeping a track of all processes involved from application to approval and dissemination.
- ✓ Work with relevant stakeholders (Faculty, Office of Academic Affairs, Finance, HR, IT, Legal etc.) for preparation and execution of proposals, contracts, budgets and cash-flow schedules for all research projects.
- ✓ Serve as a liaison on behalf of the Office of Research with multiple departments (Finance, Procurement, HR, IT etc.) to process requests and payments, and to resolve pressing concerns in time for meeting deadlines.
- ✓ Manage the post award administration of all research projects (intramural and extramural) from the time of award through closeout of the project to ensure compliance with both Habib's internal policies and sponsors' regulations. Ensuring compliance with contract terms and conditions, practicing effective communication and control, managing contract changes and resolving claims and disputes, if any.
- ✓ Manage procurement of goods which are required for approved research projects in coordination with Procurement and other relevant departments.
- ✓ Prepare all the necessary documentation for processing of financial payments.
- ✓ Manage and reconcile expenditures of awarded research projects, prepare financial and deliverable reports for the HU management along with other contributions to ad hoc requests.
- ✓ Track project progress and utilization of funds (as per the designated budget) periodically for all internal and external research projects and report the same to relevant stakeholders, including formal mid-project and end-project reviews and reports.
- ✓ Support operational processes of Institutional Review Board for timely processing of ethics clearance for research projects for all faculty, students and staff, and organize regular training on Research Ethics to HU community.
- ✓ Manage events related to OoR including trainings, sessions, workshops, seminars, etc



REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum 16 years of education (Candidates with Management, Finance background will be preferred)
Required Experience	<ul style="list-style-type: none">✓ Minimum 03 years professional experience, preferably in a grant management and research focused environment.✓ The candidate should demonstrate expertise in administration of research projects, leadership, communication abilities, time management and good financial skills.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Grant management	High
2.	Administration of research projects	High
3.	Financial management skills	High
4.	Analytical ability	Medium
5.	Ability to self-learn	Medium
6.	Operational management skills	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department